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ABSTRACT

The publication of the Guidance Resources Handbook is a response to an expressed need of guidance and counseling personnel in Oakland County for readily available access to basic guidance-related information. This handbook brings together relevant information that is organized into five major categories: career information resources, educational information resources, reference information resources, measurement resources, and legal resources. While this publication covers a variety of resources, space limitations preclude the presentation of all guidance resources that are available. Included are current resources that (1) were suggested by the Guidance Advisory Committee, (2) appear in other listings of key guidance materials, and/or (3) are considered relevant by the staff of the Department of Measurements and Guidance. Inclusion in this publication does not necessarily denote an endorsement. The information offered is primarily intended to assist the user in determining the availability of current guidance resources. Although this book is focused on Michigan facilities, it contains annotated bibliographic source information useful to all helping professionals, particularly school counselors. (Author/CKJ)

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Guidance Resources Handbook

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Guidance Resources Handbook

An information source for personnel involved in educational guidance and counseling activities in elementary and secondary school settings in Oakland County

Department of Measurements and Guidance
Oakland Schools
2100 Pontiac Lake Road
Pontiac, Michigan 48054

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PREFACE

The publication of the Guidance Resources Handbook is a reponse to an expressed need of guidance and counseling personnel in Oakland County for readily available access to basic guidance-related information. In the day-to-day operations of counselors working in local school districts, the successful search for information is a critical component in the delivery of effective guidance programs. The Guidance Resources Handbook brings together relevant information that is organized into five major categories:

Career Information Resources
Educational Information Resources
Reference Information Resources
Measurement Resources
Legal Resources

While this publication covers a variety of resources, space limitations preclude the presentation of all guidance resources that are available. Included are current resources that (1) were suggested by the Guidance Advisory Committee, (2) appear in other listings of key guidance materials, and/or (3) are considered relevant by the staff of the Department of Measurements and Guidance. It should be noted, however, that inclusion in this publication does not necessarily denote an endorsement. The information offered is primarily intended to assist the user in determining the availability of current guidance resources. Final evaluation and selection of specific resources appropriate to the needs of each local school district continue to be the responsibility and prerogative of local school district personnel.

Appreciation is extended to Dr. Juliet Miller, former assistant director, Department of Measurements and Guidance at Oakland Schools, for performing the major task of bringing this publication together. In addition, the following persons, who served as members of the Guidance Advisory Committee of Oakland Schools, are commended for contributing their time and ideas toward the successful completion of this publication:

Mr. Thomas Buran, Director of Pupil Services
Birmingham Public Schools

Dr. Betty Blackford, Coordinator of Student Services
Northeast Oakland Vocational Education Center
Pontiac City Schools

Mr. William Haggerty, Counselor
Waterford Township Schools

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Clarkston Community Schools

Miss Nancy Komenaga, Counselor
Walled Lake Consolidated Schools

Mr. Jack Mills, Counselor
Berkley City Schools

Mrs. Linda Pushman, Counselor
Southfield Public Schools

Mrs. Shirley Wilson, Counselor
Clawson City Schools

It is hoped that the information made available in this publication will be useful to counselors and other educators concerned with the guidance function as they continue to work toward providing the most effective professional services to their students. Comments about the need for other kinds of information are welcome and will be considered when future editions of the Guidance Resources Handbook are prepared for printing.

Joseph Messana, Ed.D.
Director
Department of Measurements and Guidance
Oakland Schools

March, 1976

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CHAPTER I: CAREER INFORMATION RESOURCES

Section A: Career Information Kits and Materials

The career information resources in this section, which are either kits or books, provide basic information on a large number of occupations. For this reason, the information for any one occupation is limited. A careful selection of some of these resources can provide a comprehensive occupational information source for a career information library or resource center.

Two key resources are the Occupational Outlook Handbook published by the U. S. Department of Labor ($6.85) and Vital Information for Education and Work (Project VIEW) available at no cost to any public secondary school in Michigan through the Michigan State Department of Education.

Career Information Kit
Science Research Associates (1974)
Kit. $238.00.

Contains about 600 pieces of current occupational information in a metal file. Grades 9-14.

Career Opportunities for Technicians and Specialists
APGA Press
Five Volume Set. $12.95 per volume. $64.75 per set.

Five volumes covering: (1) Engineering Technicians; (2) Agricultural, Forestry, and Oceanographic Technicians; (3) Marketing, Business, and Office Specialists; (4) Health Technicians; and (5) Community Service and Related Specialists.

Chronicle Career Kit
Chronicle Guidance Publications, Inc.
Kit. $269.00. Occupational Service Update, $30.00.

Comprehensive file of occupational briefs arranged by Dictionary of Occupational Titles classification. Has on-going update service.

Chronicle Occupational Microfile
Chronicle Guidance Publications, Inc.
Microfiche Kit. $60.00.

Contains complete file of occupational briefs in microfiche form. High school level.

Concise Handbook of Occupations
J. G. Ferguson Publishing Company (1974)
Book. $12.95.

A compilation of careers arranged alphabetically.

Desk Top Career Kit
Houghton Mifflin Company
Kit. Senior High $126.00. (Yearly update $36.00)
Junior High $115.00. (Yearly update $33.60)

Occupational briefs with over 1200 items in senior high kit and 1100 items in junior high kit.

Dictionary of Occupational Titles
U.S. Department of Labor
U.S. Government Printing Office
Volume I $10.20.
Volume II $ 8.90.

Volume I: names and definitions of occupations arranged alphabetically. Volume II: occupations by worker trait group indicating training time, aptitudes, interests, temperaments, physical demands, and working conditions.

The Encyclopedia of Careers and Vocational Guidance
Hopke, W. E., Editor
J. G. Ferguson Co. (1972)
Two Volume Set. $39.50.

Volume I: 71 articles by leaders of industry. Volume II: specifics of 650 occupations.

Handbook of Job Facts
Science Research Associates (1972)
Book. $6.45.

Chart form of facts about duties, education, training, special qualifications, advancement, earnings, and outlook for 300 key jobs.

Michigan Job Briefs
Michigan Employment Security Commission
Free to schools on limited basis.

Series of job briefs describing current occupational outlook for various occupations.

Occupational Exploration Kit
Science Research Associates (1972)
Kit. $135.00

A systematic approach to job exploration using a coding system and a Student Record Book. Occupational briefs on 400 occupations. Grades 9-14.

Occupational Outlook Handbook
U.S. Department of Labor
U.S. Government Printing Office
Book. $6.85.

Complete descriptions of many occupations in one volume. Information compiled from latest Department of Labor statistics.

Widening Occupational Roles Kit
Science Research Associates (1972)
Kit. $194.70.

Contains 340 work briefs, student record books, filmstrips, occupations scanner, and teacher's guide. Grades 6-9.

Vital Information for Education and Work (Project VIEW)
Michigan VIEW Lab (1975)
Microfiche Kit. Free to public schools.

VIEW is an occupational information system which consists of a microfiche file, filmstrip and implementor's handbook. The information is specific to the Michigan labor market and is updated each year. Occupations are indexed by both OVIS and Kuder scales. Also two new publications have been added to help students use VIEW. These are: VIEW Student Exploration Handbook and VIEW Occupation Finder.

Section B: Career Books Series

The series of books listed in this section provide information about occupations. Each series contains a number of books with each book devoted to a single occupation or occupational cluster. These resources may already be available in the school library. A selected series might be ordered for the career information library or career resource center.

Arco-Rosen Career Guidance Series
Arco Publishing Company, Inc.
Series. $1.95 per book.

Forty books in the series. Each describes an occupation including educational background, personal satisfactions, opportunities, disadvantages, and earnings.

Come to Work with Us
Wilkenson, J. and Wilkenson, N.
Houghton Mifflin Company
Series. $42.00 for series.

Twelve books in the series. Each book describes a different occupation. Elementary level.

Community Helper Series
G.P. Putnam & Sons
Series. $2.86 per book.

Series of books each devoted to a different community helper. Elementary level.

Dutton Career Book Series
E. P. Dutton and Company
Series. $4.95 per book.

Describes work done, qualifications and educational requirements, salaries, and opportunities available in many occupational fields. Fourteen books in series.

Exploring Careers Books
Lothrop, Lee and Shepard Company
Series. $5.50 per book.

Series of books each devoted to a different occupational cluster. Elementary level.

Find Your Job
Finney Company
Series. Price not available.

Series of books each devoted to a different occupation. Designed to help slow learners, underachievers, and students in special classes.

I Want to Be Series
Children's Press (1974)
Series. $3.50 per book.

Series of books for elementary students. Easy reading level. Each book devoted to a different occupation.

Job Family Series
Science Research Associates (1975)
Series. $1.40 per book; $22.50 per set.

Series of 20 booklets covering a wide range of jobs grouped according to the U.S. Office of Education cluster concept. Junior and senior high.

Looking Forward to a Career Series
Dillon Press, Inc. (1970-1974)
Series. $4.95 per book.

Each book describes an occupational cluster such as building trades. Twenty-one books in series.

Opportunities in Series
Vocational Guidance Manuals
Series. $1.95-$2.45 per book (paperback).

Large series of books. Each devoted to a specific occupational area. Sixty-nine books in series.

Sextant Series
Information Systems and Services, Inc.
Kit. Price not available.

A kit containing 16 books each related to a different occupational area. Also includes wall charts, cross-index, instructional guide, and personal profile forms.

Yellow Pages Career Library
Wurman, M.
National Association of Elementary School Principals (1974)
Series. $25.00 for set of 12.

Currently 12 titles each devoted to a different occupation. Elementary level.

Your Career Books
Julian Messner Company
Series. $3.50-$5.00 per book.

Series of books each devoted to a specific occupation. Each includes information on personal and educational requirements, guides to colleges and schools for special training, salary ranges, and growth opportunities.

Your Future In Series
Richards Rosen Press
Series. $3.99 per book.

Each book describes a different occupation.
Two hundred sixty books in the series.

Vocational Biographies Series
Vocational Biographies, Inc. (1975)
Series. $74.60 for set of seven volumes.

Contains information about 150 occupations presented in biographical form.
Junior and senior high level.

Section C: Career Planning Materials

The materials listed in this section are designed to assist students in the career planning process. These materials cover such areas as value clarification, decision-making training, and self exploration. They include books, kits, games, and media materials. A carefully selected group of these resources will provide assistance to students in the career planning process and will enhance the use of other career information materials.

Activities for Succeeding in the World of Work
Kimbrell and Vineyard
McKnight Publishing Company (1972)
Book. $1.98.

A workbook designed to help students develop a positive image of self and of the world of work. Designed to help them make logical career choices.

An Introduction to Value Clarification
J. C. Penney Educational and Consumer Relations (1972)
Kit. $8.95.

Contains a variety of materials such as posters, flashcards, and worksheets to help students in value clarification process.

Career Decisions: Finding, Getting and Keeping a Job
J. C. Penney Educational and Consumer Relations (1971)
Kit. $11.00.

Includes worksheets and filmstrips. Designed to help students identify personal needs and relate them to career planning.

Career Development Filmstrips
Guidance Associates
Filmstrips. Price varies.

An extensive series of filmstrips related to career development. These include: "Career Discoveries" (grades 5-9), "Career Lifestyles" (high school), "Jobs and Gender" (high school), and "Job Attitudes" (high school).

Career Development Laboratory
Educational Development Corporation
Tape Recording. $240.00.

A set of 60 taped interviews with workers. Also included are survey forms to help students determine high interest occupations and a leader's guide.

Careers: Exploration and Decision
Rettig, J.
Prentice-Hall, Inc. (1974)
Book. $5.95.

Helps students explore self-development, needs, and goals in relationship to career planning. Also includes practical information about skills needed to obtain a job.

Career Games
Educational Development Corporation
Kit. $87.50. Leader's Guide $1.00.

Designed to help students, grades 8-12, explore careers with emphasis on decision-making and building self-image.

Career Insights and Self-Awareness Games
Munson, H. and Gockley, G.
Houghton Mifflin Company (1973)
Kit. $30.00. Leader's Guide $8.70.

Six games which help children grades 4-8 think about their likes and dislikes, personalities, strengths, and future work situations.

Career Perspective: Your Choice of Work
Deunes, C.
Charles A. Jones Publishing Company (1972)
Book. $4.50.

Guide to help student understand self and make career decisions. Includes information on the world of work, the basis of choices, and making a choice.

Deciding
Gelatt, H.B.; Varenhorst, B.; and Carey, R.
College Entrance Examination Board (1973) Publications Order Office
Book. Student Booklet $2.50. Leader's Guide $2.00.

Complete decision-making curriculum for junior high school level. Includes value clarification, decision-making process, and decision styles.

Decision-Making for Career Development
Parker, D.; Parker, S.; and Fryback, W.
Science Research Associates (1975)
Kit. $50.00.

Kit designed to help students define their attitudes and values about work, develop communication skills, and learn the decision-making process. Kit includes cassette tapes, program guide, and student booklets.

Decisions and Outcomes
Gelatt, H. B.; Varenhorst, B.,; Carey, R.; and Miller, G.
College Entrance Examination Board (1973) Publications Order Office
Book. Student Booklet $2.50. Leader's Guide $2.00.

Complete decision-making curriculum for senior high level. Includes value clarification, decision-making process, and decision styles. Expands on concepts presented in the Deciding program.

Developing Understanding of Self and Others (DUSO)
American Guidance Service, Inc.
Kit. $84.00.

Contains sequential set of lessons using stories, role playing, puppets, and discussion activities for elementary school children. Intended to help students understand themselves and the way they relate to others. Elementary level.

Discovering Yourself
Cosgrove, M.
Science Research Associates (1969)
Book. $1.95.

Helps students develop a concept of self. Includes self-appraisal charts, readings, and group activities.

Exp 10: Exploring Career Interests
Science Research Associates (1975)
Kit. Price not available.

Ten basic units based on the Kuder E interest areas. Kit contains teacher's guide, 10 sets of games, and activity box with 100 activity cards. Grades 5-8.

Focus on Self-Development
Science Research Associates
Kit. Stage one - $119.00; Stage two - $133.00; Stage three - $133.00.

A multi-media program to help students at the elementary level understand themselves. Stage one deals with understanding self. Stage two deals with understanding peer relationships. Stage three deals with behavior and how it relates to others.

If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else
Campbell, D.
Argus Communications (1974)
Book. $1.95.

A motivating book which helps students understand the career and life planning process. Discusses decision-making and self-characteristics. Stresses importance of taking responsibility for planning life goals.

Job Experience Kit
Krumboltz, J.
Science Research Associates
Kit. $130.00.

Contains 20 individual packets which represent various occupations. Student solves problems typical of the occupation.

KEYS Career Exploration Series
Science Research Associates (1972)
Filmstrips. $120.00 set of 10.

Filmstrips and tapes based on the Kuder Interest Inventory Form E scales. Interviews with workers help students explore various fields.

Life Career Game
Bobbs-Merrill Company
Kit. $35.00.

Students walk through a span of eight years in the future of ficticious persons by making decisions for them and getting feedback on the consequences of their decisions.

Making Value Judgements: Decisions for Today
Elder, C.
Charles E. Merrill Publishing Company (1972)
Book. Student Booklet $3.00. Leader's Guide $1.50.

Helps students clarify values and learn the decision-making process. Assists students in applying information to current life situations.

Meeting Yourself Halfway
Simon, S.
Argus Communications (1974)
Book. $4.95.

Presents 31 value clarification strategies which students can use to clarify their own values.

My Career Guide Book
Belman, H. and Shertzer, B.
Benziger, Bruce and Glencoe, Inc. (1974)
Book. $2.36.

Student manual designed to help students understand attitudes, characteristics and behavior. Also includes occupational information to help in career planning.

Search for Values (Dimensions of Personality Series)
Pflaum-Standard
Kit. 77 Student Manuals and one Leader Guide, $44.95.

Series of mini-units to help students clarify values.

The Art of Developing a Career
Friel, T. and Carkhuff, R.
Human Resource Development Press (1973)
Book. Student Booklet $6.95. Leader's Guide $9.95.

High school and adult level. Stresses self and career awareness. Self-instructional guide for use in career planning.

Vocational Interviews
Guidance Associates
Tape Recording. $270.00 for set of 40.

A set of recorded interviews with workers describes many occupations in terms of nature of work performed, skills required, and rate of advancement.

What Color Is Your Parachute?
Bolles, R. N.
Ten Speed Press (1974)
Book. $4.95 paperback. $7.95 hardcover.

Step-by-step guide for job hunters and career changers of all ages. Includes several career planning exercises and extensive listing of career planning resources.

What to Do After High School
Spiegler, C. and Reiner, W.
Science Research Associates (1971)
Book. $2.25.

Handbook with activity sheets to help students plan for the future. Includes information about getting to know self, learning about career opportunities, and how to get a job.

Section D: Counselor Update Services

This chapter has presented an extensive listing of career information resources. However, it is important to continue to update this listing as new materials are available. This section contains descriptions of materials which will help guidance staffs keep informed of other career information resources.

Counselor's Information Service
B'nai B'rith Career and Counseling Services
Quarterly Bibliography. $9.00.

Quarterly bibliography of current literature on educational and vocational guidance. This 24-page quarterly is published in February, May, September, and December.

Career Development Resources
Drier, H.
Charles A. Jones Publishing Company (1973)
Book. $11.95.

A guide to over 2,000 audio-visual and printed materials for grades K-12. Materials are grouped by grade level and by career guidance concepts.

Career Education Resource Guide
Michigan Career Education, Michigan Department of Education (1975)
Book. Free to public schools in Michigan.

Complete guide to career development resources including books, kits, films, games, and filmstrips. Arranged by four career development components: self-awareness, career awareness, decision-making, and placement. Also indexed by age group and subject area.

Chronicle 3-in-1 Series
Chronicle Guidance Publications, Inc.
Series of publications. $58.50.

Three services to keep counselors updated. The occupational service includes occupational information briefs, posters, and Career Index Annual. The educational service includes college charts, student aid information, and other college information. The professional service includes 50 professional articles.

Educational Media Center Film Catalog
Oakland Schools (1974)
Catalog. Free to educators in Oakland County.

Complete listing of films available through Oakland Schools with information on ordering and delivery procedures. Updated annually.

Educator's Guide to Free Guidance Materials
Saterstrom, Farwell, and Steph.
Educator's Progress Service, Inc. (1974)
Book. $9.75.

Published annually. Lists free guidance materials. Provides annotation, age level, and ordering procedures.

Inform and Career Resource Bibliography
American Personnel and Guidance Association, National Career Information Center (10 issues per year)
Newsletter. APGA member $15.00 per year. Non-member $25.00 per year.

Subscribers receive both Inform, a newsletter covering a number of current career information topics (such as sex equality), and Career Resource Bibliography which lists career information materials related to a job cluster area. Each of these publications is published 10 times a year. This is a service of the American Personnel and Guidance Association.

Media Center Catalog
Oakland Schools (1974)
Catalog. Free to educators in Oakland County.

Complete listing of media center materials including kits, transparencies, filmstrips, and audio tapes arranged by subject area. Updated annually.

Media Materials Catalog: Special Education Title VI Grant
Oakland Schools (1974)
Catalog. Free to educators in Oakland County.

Complete listing of media center materials including kits, filmstrips, audio tapes, etc., which were purchased under a Title VI Grant. These materials can be checked out only by qualified special education teachers.

National Center for Audio Tapes 1974-75 Catalog
National Center for Audio Tapes (1972)
Book. $4.50.

Contains 115 titles related to guidance. Tapes range in cost from $2.40 to $3.60. Purchaser may then duplicate additional copies.

NVGA Bibliography: Current Career Information
National Vocational Guidance Association (1973)
Book. $2.00.

An annotated list of over 2,800 career information items reviewed and rated by NVGA guidelines. Most are free or inexpensive materials.

Occupational Outlook Quarterly
U.S. Department of Labor
U.S. Government Printing Office
Published four times a year. $5.40 per year.

Provides update on information contained in the Occupational Outlook Handbook.

A Resource Guide for Career Development in the Junior High School
Benson, A.
Minnesota State Department of Education, Pupil Personnel Services Section (1972)
Book. $2.50.

A guide to career guidance resources and activities for the junior high school.

A Resource Guide for Career Development in the Senior High School
Benson, A.
Minnesota State Department of Education, Pupil Personnel Services Section (1973)
Book. $2.50.

A guide to career guidance resources, activities, and objectives for the senior high school.

CHAPTER II: EDUCATIONAL INFORMATION RESOURCES

Section A: College Information Sources

The materials in this section are intended to assist students in the college selection and admissions process. Included are materials listing colleges, resources to help students with the educational planning process, and information related to college admissions.

College Directories

This section contains descriptions of materials which are comprehensive directories of colleges with information about geographical location, size, entrance requirements, programs, and financial aids.

Catholic Colleges and Universities
Catholic College Bureau
Book. Free to counselors. Additional copies $2.00.

Complete listing of Catholic colleges and universities including costs, entrance requirements, financial aids, and curriculum.

The College Blue Book
Macmillan Information (1972)
Three volume set. $65.00.

Data on 3,400 colleges including entrance requirements, admission procedures, costs per term, degrees offered by subject and school, scholarships, specialized educational programs, and church related schools.

The College Handbook
Dillenbeck, D. and Wetzel, S.
College Entrance Examination Board (1972) Publications Order Office
Book. $6.95.

Handbook arranged in two parts. Part I describes colleges. Part II contains tables and maps.

Comparative Guide to American Colleges
Cass, J. and Birnbaum, M.
Harper and Row Publishers, Inc.
Book. Hardcover $10.00. Paperback $4.95.

National directory of colleges.

Lovejoy's College Guide
Lovejoy, C.
Simon and Schuster, Inc. (1974)
Book. $4.95.

Comprehensive directory of colleges.

Michigan Colleges and Financial Assistance Handbook
Michigan Department of Education (Updated periodically)
Book. Free to schools in Michigan.

Describes contact personnel, campus characteristics, admissions, requirements, program offerings, and application procedures for each college and university in Michigan.

Microfiche College Catalog Collection
National Microfilm Library (Yearly subscription)
Microfiche file. $400.00.

A collection of college catalogs on microfilm. Catalogs are solicited from over 3,000 colleges. As they are received, they are microfiched and sent to subscribers in batches. During 1974, subscribers received 2,860 catalogs from 2,100 undergraduate and graduate institutions of higher education.

Moton Guide to American Colleges with a Black Heritage
Moton Consortium on Admissions and Financial Aid
Brochure. Free.

Comprehensive directory of historically black colleges.

Profiles of American Colleges. Vol. 1
Barron's Educational Series, Inc. (1974)
Book. Paperback $6.95.

In-depth descriptions of over 1,400 accredited four-year colleges and universities.

Profiles of American Colleges. Vol. 2
Barron's Educational Series, Inc. (1974)
Book. Paperback $4.95.

Program of study of over 1,400 undergraduate colleges are indexed by subject matter. Schools are also arranged by admissions selectivity and average annual cost.

College Planning Resources

This section contains descriptions of materials which are designed to assist students in the process of college selection and admission.

College Entrance Viewdeck
Chronicle Guidance Publications, Inc. (Updated periodically)
Kit. $160.00.

Basically a file of college information on two- and four-year schools. The resource is organized such that a student selects desired factors (major area, geographic location, etc.) about the training he would like to receive. These factor cards are then put in the lighted Viewdeck to reveal names of colleges which offer these particular opportunities.

College Kit
American School Counselor Association, APGA Press
Kit. $1.25.

Includes four pamphlets with facts on college planning for students and parents. These include: How About College? How About College Financing? How to Visit Colleges and Career Decisions.

College Selection Film Series
American Personnel and Guidance Association
Films (13 in series). Purchase $225.00 per film. Rental $25.00 per film.

Each film provides unique insights as students hear college youth discuss their aspirations, evaluate academic and technical programs, and gripe about some of the problems of adjustment to college. Designed to help students develop the ability to make distinctions between different types of colleges.

Counselor's Sourcebook for College Planning
Barre, M.
Houghton Mifflin Company
Kit. $15.00.

Designed to assist college selection process through college orientation activities. Materials are organized in a pattern of lesson plans for group meetings with students and parents. They utilize a variety of techniques, including lectures, small discussion groups, simulations, and workshops.

Different Ways to Go to College
Guidance Associates
Filmstrip. $46.50 for two filmstrips and two cassettes.

Explores non-traditional ways to higher education degrees. Features interviews with students involved in university-without-walls programs, work-study programs, independent study, foreign and domestic exchange, open enrollment, and two-year colleges.

How to Visit Colleges
National Vocational Guidance Association, APGA Press
Book. $ .50.

Establishes procedures and guides that students can use in selecting a two- or four-year college best suited for their individual needs. When to visit, questions to ask, what to do after visiting, takes the students step-by-step in the selection of post-high school education.

College Admissions

This section contains descriptions of materials related to college admissions testing programs and to college admissions clearinghouses.

College Admissions Assistance Center
Council of Higher Educational Institutions
Brochure. Free.

Describes the service and includes registrations for this college admissions service. Service provided to students to have applications viewed by several colleges. There is a fee for this service.

College Board Admissions Testing Program
College Entrance Examination Board (1971) Publications Order Office
Book. $5.00.

Prepared and produced for the Board by the staff of ETS. It provides information that answers questions about technical aspects of the tests. Its aim is to provide a means for understanding the technology that supports the testing program.

College Board Admissions Testing Program for Handicapped Students
College Entrance Examination Board (1972) Publications Order Office
Brochure. Free.

Discusses the arrangements that are available for physically handicapped students who wish to take the Scholastic Aptitude Test or Achievement Tests.

Counselor's Handbook
American College Testing Program (Annually)
Book. $1.00.

Provides information about ACT services for high school counselors and suggests uses of ACT information in educational guidance.

Seeking a College?
American College Admissions Center
Brochure. Free.

Explains how the Center prepares and mails the student's academic biography to college. Student registration form is included. Service provided to students to have applications viewed by several colleges. There is a fee for this service.

Section B: Community Colleges Information Sources

The publications listed in this section are comprehensive directories of community colleges with information about geographical location, size, entrance requirements, programs, and financial aids.

American Junior Colleges
Gleazer, E. Jr.
American Council on Education
Book. $18.00

Comprehensive information about junior and community colleges.

Community and Junior College Directory
American Association of Community and Junior Colleges (1974)
Book. $5.00.

Comprehensive national directory of community and junior colleges.

Ferguson Guide to Two-Year College Programs
J. G. Ferguson Publishing Company (1971)
Book. Paperback $4.75.

Describes 130 post-high school occupational programs and lists schools where they are offered.

Guide to Two-Year Colleges Vol. 1
Graham, R.
Barron's Educational Series, Inc. (1974)
Book. Paperback $4.95.

Descriptions of over 1,230 two-year junior and community colleges.

Guide to Two-Year College Vol. 2
Graham, R.
Barron's Educational Series, Inc. (1974)
Book. Paperback $2.50.

Provides information on occupational programs through use of charts.

Michigan College Admissions and Financial Assistance Handbook
Michigan Department of Education (Annually)
Book. Free.

Description of all community colleges in Michigan including contact personnel, campus characteristics, admissions, requirements, program offerings, and application procedures.

Occupational Program Inventory of Michigan Community and Junior Colleges
Michigan Department of Education
Book. Free.

Identifies the occupational programs offered by Michigan public community and junior colleges.

Section C: Vocational-Technical School Information Sources

The following publications are comprehensive directories of vocational-technical schools with information about geographical location, entrance requirements, costs, and programs.

American Trade Schools Directory
Croner Publications, Inc.
Information Service. $19.95.

Subscription includes notebook listing 8,000 vocational, trade, and technical schools. Also, includes one-year subscription of monthly supplements.

Blue Book of Occupational Education
Macmillan Information (1973)
Book. $21.95.

Information on 12,000 trade, technical, business, and other occupational schools in the United States. Includes 700 occupational courses and programs of instruction.

Directory of Private Occupational Schools
Michigan Department of Education (Annually)
Book. Free.

Contains information on Michigan schools and out-of-state schools authorized to solicit students in Michigan.

Lovejoy's Career and Vocational School Guide
Lovejoy, C.
Simon and Schuster
Book. Paperback $3.95.

Guide to national listing of vocational schools.

National Association of Trade and Technical Schools Directory
National Association of Trade and Technical Schools (1974)
Book. Free.

Listing of 400 accredited private schools indexed geographically, alphabetically and occupationally.

Occupational Program Inventory for Michigan Community and Junior Colleges
Michigan Department of Education (Annually)
Book. Free.

Occupational programs offered by Michigan community colleges.

What You Need to Know About Private Occupational Schools
Michigan Department of Education
Booklet. Free.

Discussion of important questions to consider related to private occupational schools.

Section D: Correspondence Information Sources

The materials offered in this section provide information on correspondence study opportunities for both high school and college credit.

Directory of Accredited Private Home Study Schools
National Home Study Council (1974)
Brochure. Free.

Listing of schools accredited by the National Home Study Council.

Guide to Independent Study Through Correspondence Instruction
National University Extension Association (1973-75)
Book. $1.00.

Lists correspondence and independent study courses for high school, college, and graduate credit offered by 62 higher educational institutions.

New York Times Guide to Continuing Education in America
Thomson, F. Ed.
Quadrangle Books
Book. $4.95.

Nationwide directory of college-level institutions and study programs for adults. Includes specific course listings by 2,098 accredited institutions that offer adult classroom instruction. Four- and two-year colleges, proprietary schools, joint medical community-college training programs, and independent study plans are included. There is a separate listing of 183 accredited correspondence schools.

Section E: Guidelines for Counselors

The selection of a post-high school educational program is a major decision for students. It involves time, money, and future occupational success. The following resolution was passed by the National Vocational Guidance Association and the American Personnel and Guidance Association in 1974. Counselors should find this resolution helpful in their efforts to assist students with educational planning and selection.

WHEREAS, Not all information about career education and occupational training opportunities are equally reliable and not all recruiters, employers, and other purveyors of career information are equally professional or ethical in their information dissemination activities; and

WHEREAS, Many students lack the maturity, experience, and judgment to evaluate critically career information received from diverse sources or to understand fully the implications of actions they may take on the basis of such information; and

WHEREAS, Counselors and professional organizations, such as APGA and its constituent divisions, have traditionally assumed leadership roles in influencing the dissemination and evaluation of career information; now therefore be it

RESOLVED, That counselors reaffirm their responsibility for assuring that their counselees receive fair and accurate information about the various options presented by the representatives of colleges; private trade, technical, and business schools; the armed forces; trade unions; employers, and others vying for the opportunity to provide training, education, or employment; and be it further

RESOLVED, That counselors caution students to be on guard against exaggerated claims; advise them to secure in writing any promises or commitments that are made orally; and urge them to refrain from signing any contracts or other legal documents without prior consultation with a lawyer, counselor, or other individual who is qualified to explain in an unbiased manner the nature and extent of the commitments being entered into; and be it further

RESOLVED, That all APGA and Divisional personnel involved in planning future Associational activities, including publications, convention programs, and exhibits strive to present a balanced picture of the career and training opportunities in all segments of the society and avoid any activity that appears to call undue attention to or to place special emphasis on any particular sector of the occupational structure, unless the nature of the special focus is clearly specified.

Section F: Adult and Community Education Programs

This section provides a listing of adult and community education directors in the 28 school districts in Oakland County. Adult and community education programs will vary by school district. Some of the types of programs which might be offered include: (1) high school completion, (2) adult basic education, (3) adult and youth enrichment, (4) GED preparation and testing, and (5) vocational education for adults.

Avondale

Mr. Stanley Skavery
2800 Waukegan Avenue
Auburn Heights, Michigan 48057
Phone: 852-6620

Birmingham

Mr. Howard Malwitz
550 West Merrill Avenue
Birmingham, Michigan 48021
Phone: 644-9300

Berkley

Mr. Robert G. Torrie
2408 Dorothea Avenue
Berkley, Michigan 48072
Phone: 545-0990

Bloomfield Hills

Mr. Edwin Wichert
2800-A Lahser Road
Bloomfield Hills, Michigan 48013
Phone: 334-3578

Brandon

Mr. Dean Baker
209 Varsity Drive
Ortonville, Michigan 48462
Phone: 627-2794

Clarenceville

Mr. Harold Humble
28830 W. Eight Mile Road
Farmington Hills, Michigan 48024
Phone: 474-8900

Clarkston

Miss Janet Gabier
6595 Middle Lake Road
Clarkston, Michigan 48016
Phone: 625-5841

Clawson

Mr. Donald Dryden
1421 North Main Street
Clawson, Michigan 48017
Phone: 435-7500

Farmington

Mr. Donald Howell
32500 Shiawassee Street
Farmington, Michigan 48024
Phone: 477-1300

Ferndale

Mrs. Dorothy A. Kosovac
881 Pinecrest Street
Ferndale, Michigan 48220
Phone: 542-2535

Hazel Park

Mr. Hank Eldridge
23136 Hughes Street
Hazel Park, Michigan 48030
Phone: 542-3910

Holly

Mr. Daniel Rolls
111 College Street
Holly, Michigan 48442
Phone: 634-7341

Huron Valley

Mr. Eldon VanSpybrook
2380 North Milford Road
Milford, Michigan 48042
Phone: 685-1511 Ext. 227

Lake Orion

Mr. Michael LaMagna
315 North Lapeer Street
Lake Orion, Michigan 48035
Phone: 693-6271 Ext. 217

Lamphere

Mrs. Norma Ross
26305 John R
Madison Heights, Michigan 48071
Phone: 399-7800

Madison

Mrs. Norma Ross
26305 John R
Madison Heights, Michigan 48071
Phone: 399-7800

Novi

Mr. Milan Obrenovich
25575 Taft Road
Novi, Michigan 48050
Phone: 349-5126

Oak Park

Mr. James Dermody
13701 Oak Park Blvd.
Oak Park, Michigan 48237
Phone: 548-9294

Oxford

Mr. Roger Morrison
96 N. Washington Avenue
Oxford, Michigan 48051
Phone: 628-9220

Pontiac

Mr. John R. Colbert
101 E. Pike Street
Pontiac, Michigan 48058
Phone: 857-8170

Rochester

Mr. Walter Cooper
Fourth & Wilcox Avenue
Rochester, Michigan 48063
Phone: 651-6210

Royal Oak

Mr. Douglas Light
4000 Crooks Road
Royal Oak, Michigan 48073
Phone: 435-8400

South Lyon

Mr. William C. Taulbee
235 West Liberty Street
South Lyon, Michigan 48178
Phone: 437-2789

Southfield

Mr. Robert Mehoke
19301 W. Twelve Mile Road
Lathrup Village, Michigan 48076
Phone: 354-7456

Troy

Mr. Ronald C. Morse
3179 Livernois Avenue
Troy, Michigan 48084
Phone: 689-4135

Walled Lake

Mr. Robert Duff
615 North Pontiac Trail
Walled Lake, Michigan 48088
Phone: 624-0202

Waterford

Mr. Donald H. Arsen
1415 Crescent Lake Road
Pontiac, Michigan 48054
Phone: 674-3145

West Bloomfield

Mr. Dave Harrington
6000 Orchard Lake Road
Orchard Lake, Michigan 48033
Phone: 851-7600

Section G: Area Vocational Centers

This section describes the Area Vocational Education Centers in Oakland County which are designed to serve 11th and 12th grade students from the local high schools. The programs offered are supplemental to those of the local district home high schools.

For a student to be admitted to an Area Center, he must first apply through his own counselor. To be admitted to an individual program, a student is in "competition" with students from other sending schools to be able to attend the program of his choice. Therefore, he should display appropriate pre-requisites, a defensible attendance record, good personal and social attitudes, as well as strengths in the cognitive areas.

Night school and summer school programs are offered at the Centers. Some courses are free depending upon the age and if student is working toward a high school diploma.

Northwest Oakland Vocational Education Center
8211 Big Lake Road
Clarkston, Michigan 48016 Phone: 625-5202
Principal: Mr. Herbert Olson
Counselor: Mr. John Tucker
Programs: Appliance Repair, Auto Body Repair, Commercial Arts, Dental Office Assisting, Distributive Education, Machine Shop, Medical Office Assisting, Modern Printing Processes, Radio and Television Repair, Total Office Procedures System (TOPS).

Northeast Oakland Vocational Education Center
1371 N. Perry Street
Pontiac, Michigan 48058 Phone: 857-8352
Principal: Mr. Kenneth Huffman
Counselor: Dr. Betty Blackford
Programs: Appliance Repair, Auto Body Repair, Auto Mechanics, Building Construction, Child Care, Clothing Services, Cosmetology, Display, Distributive Education, Fluid Power, Food Services, Heating and Air Conditioning, Industrial Electricity, Marine and Small Engine Mechanics, Refrigeration, Welding.

Southeast Oakland Vocational Education Center
5055 Delemere Avenue
Royal Oak, Michigan 48073 Phone: 549-5661
Principal: Mr. Allan Mathison
Counselors: Mrs. Bonnie Giffin Mr. Edward Kuiper
Mr. Robert Keller Mr. Michael McClure
Programs: Advertising, Appliance Repair, Architectural Drafting, Auto Body Repair, Auto Mechanics (two laboratories), Building Trades, Child Care, Clothing Services, Commercial Arts, Cosmetology, Data Processing, Dental Office Assisting, Diesel Power Mechanics, Distributive Education, Engineering Drafting, Fluid Power, Food Services (two laboratories), Greenhouse Management-Landscaping, Heating, Air Conditioning and Refrigeration, Industrial Electronics, Machine Shop, Medical Office Assisting, Modern Printing Processes, Radio and Television Repair, Retail Plant Sales, Welding.

Southwest Oakland Vocational Education Center
1000 Beck Road
Wixom, Michigan 48096 Phone: 624-6000
Principal: Mr. John C. Xenos
Counselor: Mrs. Karen Pollock
Programs: Architectural Drafting, Auto Mechanics, Data Processing, Dental Office Assisting, Diesel Power Mechanics, Display, Engineering Drafting, Food Services, Greenhouse and Nursery Occupations, Industrial Electronics, Machine Shop, Medical Office Assisting, Modern Printing Processes, Retail Plant and Floral Sales, Total Office Procedures System (TOPS), Welding.

Special Needs Programs At Area Centers

Designed to provide handicapped and disadvantaged students with vocational training through which the student can gain a salable skill.

Disadvantaged includes economically, socially, academically as well as potential school dropout. Programs include Auto Repair, Auto Mechanics, Appliance Repair, Building Maintenance, Bus and Truck Maintenance, Distributive Education, Outdoor Maintenance and others. Approximate length of training is one semester. Contact local Area Center for information.

Section H: Apprenticeship Information

This section contains information about various government, labor, and employer organizations in the Oakland County area which can be contacted for information related to apprenticeship programs.

Government Agencies

U.S. Department of Labor
Bureau of Apprenticeship and Training
Room 336
231 W. Lafayette
Detroit, Michigan 48226 Phone: 226-6206 Ext. 6207

Michigan State Department of Education
Vocational-Technical Education Service
Box 928
Lansing, Michigan 48904 Phone: (517) 373-3373

Michigan Employment Security Commission

Pontiac Office:
242 Oakland Avenue
Pontiac, Michigan 48058
Phone: 332-0191

Royal Oak Office:
737 S. Washington Street
Royal Oak, Michigan 48067
Phone: 548-7404

Labor Organizations

Detroit Building and Construction Trades Council
American Federation of Labor
10800 Puritan Avenue
Detroit, Michigan 48238 Phone: 342-2324

International Union, UAW
Skilled Trades Department
Solidarity House
8000 E. Jefferson Avenue
Detroit, Michigan 48214 Phone: 926-5421

Michigan State Building Trades Council
American Federation of Labor
745 Stoddard Building
Lansing, Michigan 48933 Phone: (517) 484-8427

Employer Organizations

The Associated General Contractors of America
Detroit Chapter, Incorporated
18100 Schaefer Highway
Detroit, Michigan 48235 Phone: 341-4171

The Associated Electricians, Incorporated
7347 Gratiot Avenue
Detroit, Michigan 48213 Phone: 923-6789

Builders Association of Southeastern Michigan
8th Floor
One Northland Plaza
Southfield, Michigan 48075 Phone: 352-0352

Detroit Mason Contractors Association
28230 Orchard Lake Road
Farmington Hills, Michigan 48024 Phone: 478-2260

The Detroit Tooling Association
103 Pallister Street
Detroit, Michigan 48202 Phone: 873-5300

Mason Contractors Association, Incorporated
20220 Beaufait
Harper Woods, Michigan 48225 Phone: 884-9158

Metropolitan Detroit Plumbing and
Metropolitan Contractors Association
14801 W. Eight Mile Road
Detroit, Michigan 48235 Phone: 341-7661

Michigan Carpentry Contractors Association
22255 Greenfield Road
Southfield, Michigan 48075 Phone: 358-3070

National Electrical Contractors Association (NECA)
Southeastern Michigan Chapter
25180 Lahser Road
Southfield, Michigan 48075 Phone: 355-3500

Pontiac Area Urban League
50 Wayne Street
Pontiac, Michigan 48058 Phone: 335-8730

Sheet Metal Employers Association of Detroit
Suite 770
21700 Northwestern Highway
Southfield, Michigan 48075 Phone: 559-5600

Trade Union Leadership Council, Incorporated
8670 Grand River Avenue
Detroit, Michigan 48204 Phone: 898-1020

Section I: Educational Placement Tests

The descriptive information on several educational placement tests in this section includes: (1) General Educational Development Tests; (2) College-Level Examination Program; and (3) Advanced Placement Program.

General Educational Development Tests (GED)

Michigan GED Policy

High schools are authorized by the Michigan State Department of Education to issue high school equivalency certificates. This certificate is not a high school diploma. The certificate is awarded to eligible applicants on the basis of the General Educational Development (GED) Tests. These tests evaluate the examinee's skills of comprehension and interpretation in five subject areas: (1) Effectiveness of Expression, (2) Social Studies, (3) Natural Sciences, (4) Literature and Literary Materials, and (5) General Mathematics.

Minimum scores are a standard score of 35 or above on each of the five tests and an average standard score of 45 for the five tests. Applicant must be at least 18 years of age and a resident of the state of Michigan for at least six months immediately preceding the date of application.

GED Tests are given through most local Adult Education Centers. The testing time is 10 hours usually divided into three sessions. Cost may vary from $10.00 if not enrolled in that district's adult education program to $5.00 if enrolled in district's adult education program.

References

High School Equivalency Test: General Review for the Exam
Gruber, G.
Simon and Schuster, Inc.
Book. $3.95.

Complete guide to information about the test with sample items.

How to Prepare for the High School Equivalency Examination
Rockowitz, Brownstein, Peters, and Bleifield
Barron's Educational Series, Inc. (1974)
Book. $4.50.

Complete guide to information about the test with sample items.

College-Level Examination Program (CLEP)

Test Description

Established in 1965 by CEEB to evaluate students who acquired knowledge outside the usual formal schooling; i.e., correspondence, extension, on-the-job training, and independent study. Now growing numbers of college entrants are getting college credit before attending college by taking these examinations. CLEP does not grant college credit: the colleges grant credit based on examination scores.

There are two types of CLEP examinations: General Examinations (material covered in required freshman and sophomore courses); Subject Examinations (29 College-Level Subject Examinations comparable to final exams in particular undergraduate courses). Fees: General Examinations $15.00 for one, $25.00 for two or more; Subject Examinations $15.00 each.

CLEP Tests are given year round and information may be obtained from the colleges as to testing time and place.

References

CLEP General and Subject Examination: Descriptions and Sample Questions
College Entrance Examination Board (1974) Publications Order Office
Book. $1.00.

Provides candidates who are planning to take CLEP examinations with a general introduction to their content and to the CLEP program and defines the scope and level of the examinations. The descriptions and sample questions it contains have been approved by the CLEP Committees of Examiners.

CLEP May Be For You
College Entrance Examination Board (1974) Publications Order Office
Booklet. Free.

Helps the reader decide if CLEP can be useful to him and, if so, how to proceed. It includes descriptions of all examinations currently being offered. An order form is included for obtaining more detailed descriptions of the examinations and instructions for registration.

College-Level Examination Program
Gruber, G.
Simon and Schuster, Inc.
Book. $3.95

Intended as a guide for students studying for the College-Level Examination Program. Includes changes in the 1973 examination, practice tests, and math and grammar refresher.

College-Level Examination Program: What Your Scores Mean
College Entrance Examination Board (1973) Publications Order Office
Booklet. Free.

Sent with score reports to candidates who have taken College-Level Examinations. It contains tables of percentile ranks for the General and Subject Examinations, and comparisons of scores with final grades earned in corresponding college courses.

College Entrance Examination Board Advanced Placement Program

Program Description

Provides high schools with course descriptions, conferences, and consultants to help interested schools establish college-level courses. It sets, administers, and grades examinations based on the teaching goals set forth in the course descriptions. It sends the examination grades to the students, their schools, and their designated colleges. Examinations are given in May and results are sent to the colleges. Students are able to earn college credits through high school courses on this program.

Reference

College Advanced Placement Policies
College Entrance Examination Board (1973) Publications Order Office
Book. $2.00

Approximately 1,400 colleges indicate their policies in regard to acceptance of Advanced Placement examination grades as evidence of college-level courses completed in secondary schools.

Section J: Financial Aids Information Sources

This section affords a variety of sources which describe financial aids for post-high school education. Key resources of special importance to counselors are the publications from the Michigan Department of Education.

Directory of Special Programs for Minority Group Members
Johnson, W. Ed.
Garrett Park Press (1974)
Book. $7.95.

Directory of opportunities for minority students including scholarships, loans, and other financial aid programs sponsored by national associations, foundations, and colleges; summer and school term educational programs designed to help educationally disadvantaged students better prepare for undergraduate or graduate training; employment

internships to enhance professional training; and skills banks in 45 professional fields. This publication will be revised annually.

Family Financial Statement
American College Testing Program
Form. Free.

Need-assessment service by ACT. This financial statement is required by many scholarship agencies and colleges before financial aid is given to the student.

Financial Aid Program
American College Testing Program
Brochure. Free.

Complete description of ACT's Student Need Analysis Service.

Financial Aids for Higher Education
William C. Brown Company (1974)
Book. $13.95.

Describes information about 2,400 sources of financial aid.

Lovejoy's Scholarship Guide
Lovejoy, C.
Simon and Schuster, Inc.
Book. $3.95.

National listing of scholarship information.

Parents' Confidential Statement
College Entrance Examination Board, Publications Order Office
Form. Free.

Need assessment service by CEEB. This financial statement is required by many scholarship agencies and colleges before financial aid is given to the student.

Going Right On
Drummond, C.
College Entrance Examination Board (1974) Publications Order Office
Booklet. Free.

Written especially for black, brown, and native American students, this booklet contains a wealth of useful hints and advice in a general introduction to post-high school education.

Guide to the National Merit Scholarship Program
National Merit Scholarship Corporation (1974)
Brochure. Free.

Describes the National Merit Scholarship program. Candidates must take The Preliminary Scholastic Aptitude Test/National Merit Scholarship

Qualifying Test (PSAT/NMSQT) in October of junior year in high school. The highest scoring students in each state are named semifinalists. There are 1,000 one-time nonrenewable National Merit $1,000 Scholarships and about 2,100 four-year renewable Merit Scholarships in each annual nation-wide competition.

Meeting College Costs: A Guide for Parents and Students
College Entrance Examination Board, Publications Order Office
Booklet. Free.

Accompanies the Parents Confidential Statement.

Michigan College Admissions and Financial Assistance Handbook
Michigan Department of Education
Book. Free.

Contains information on the following:

- Michigan Public Junior and Community Colleges
- Michigan Public Four-Year Colleges
- Michigan Private Two-Year and Four-Year Colleges and Universities
- Financial Aid Information
- Family Planning
- Summary of Major Governmental Aid Programs
  - a. Basic Education Opportunity Grant Program
  - b. Supplemental Educational Opportunity Grant Program
  - c. National Direct Student Loan Program
  - d. College Work-Study Program
  - e. Law Enforcement Education Program (LEEP)
  - f. Health Professions Scholarship and Loan Program
  - g. Public Health Service Health Professional Scholarships
- Social Security Benefits
- Vocational Rehabilitation
- Veteran's Administration
- Work Incentive Program (WIN)
- Programs at State Level
  - a. Guaranteed Loan Program
  - b. Michigan Competitive Scholarship Program
  - c. Michigan Tuition Grant Program

Scholarships, Fellowships, Grants and Loans
Mathies, L. and Dixon, E.
Macmillan Information (1974)
Book. $29.95.

Listing of scholarships, loans, fellowships, and grants for students sponsored by educational institutions, religious organizations, labor unions, private donors, plus Federal and State Government Programs of Assistance. Includes: name and address of administering agency, qualifications, type of assistance,and when and where to apply. Indexed by subject, agency, and name of scholarship or program.

State Financial Aid Programs Can Help You Attend College
Michigan Department of Education
Booklet. Free.

Explains Michigan Competitive Scholarships, Tuition Grants, and Michigan Guaranteed Loans for students.

State of Michigan Student Financial Aid Program
Michigan Department of Education
Book. Free.

Calendar of events for pre-freshman applicants and upperclass applicants. Detailed information on Michigan Competitive Scholarships and Tuition Grants.

Student Information Booklet
National Scholarship Service and Fund for Negro Students
Booklet. Free.

Gives scholarship and loan information, and lists predominantly black colleges.

You Can Win a Scholarship
Brownstein and Weiner
Barron's Educational Series, Inc.
Book. Paperback $4.95.

National listing of scholarship information.

Section K: Other Educational Information Sources

The materials in this section describe other educational opportunities such as foreign schools, camps, private schools, and special schools.

Directory for Exceptional Children: Educational and Training Facilities
Porter Sargent Publisher (1972)
Book. $14.00.

A national directory of schools for exceptional children.

Guide to Summer Camps and Summer Schools
Porter Sargent Publisher (1973)
Book. $3.00.

Directory of summer camps and schools.

Handbook of Private Schools: An Annual Descriptive Survey of Independent Education
Porter Sargent Publisher (1974)
Book. $16.00.

A complete national directory of private schools.

High School Students Abroad
Council on International Educational Exchange (Annually)
Book. $ .50.

Describes world-wide opportunity for study, work, and travel for students age 15-18. Includes description of 76 programs.

National Directory of Accredited Camps for Boys and Girls
American Camping Association
Book. $5.95.

Includes detailed information about schedules, costs, program features, and services.

New Guide to Study Abroad
Garraty, J.; Adams, W.; and Taylor, C.
Harper and Row Publishers, Inc.
Book. $2.95.

Directory of summer and academic year study opportunities in other countries for high school students, college students, and teachers.

Schools Abroad of Interest to Americans
Porter Sargent Publisher (1974)
Book. $7.95.

Listing of schools in foreign countries.

CHAPTER III: REFERRAL INFORMATION RESOURCES

Section A: Directories to Services for Residents of Oakland County

This section lists two major directories of services for residents of Oakland County. Both of these are key resources for a guidance department since they provide comprehensive listings of government and agency services.

Community Services Directory: Macomb, Oakland, Wayne
United Community Services of Metropolitan Detroit (1974)
Directory. $12.50.

This is a directory of 1,000 community resources serving populations of Macomb, Oakland, and Wayne Counties. Included are voluntary and government agencies which render direct service in the fields of health, welfare, and recreation; hospitals; and licensing, funding, planning, and coordinating bodies. Civic, educational, and religious organizations are also listed only if they offer direct services in the field of social welfare. In addition to a complete description of each agency, there are alphabetical, service, and geographical indices.

Oakland County Directory of Human Resources
Oakland County Youth Assistance Program (1975)
Directory. Free to counselors in Oakland County.

This is a current, comprehensive directory of referral resources in Oakland County. The directory contains the following sections: (1) emergency phone numbers; (2) service index with over 250 agencies indexed by type of service which they provide; (3) alphabetical listing of agencies including such information as address, phone number, office hours, name of director, brief description of services provided, costs, eligibility of clients, and source of funding; and (4) special appendices. This directory was distributed during 1974-75 by local Youth Assistance workers. If a copy was not received, counselors should contact the Oakland County Youth Assistance office in Pontiac by phoning 858-0050.

Section B: Oakland Schools

Oakland Schools provides a variety of services to the 28 school districts in Oakland County including administrative, special education, vocational education, instructional, and other services. The Department of Measurements and Guidance has direct responsibility for providing consultation and services to guidance departments. However, other Oakland Schools services of special interest to counselors

are described in this section. For specific information about other Oakland Schools services, contact the Department of Measurements and Guidance.

Department of Measurements and Guidance
Dr. Joseph Messana, Director
2100 Pontiac Lake Road
Pontiac, Michigan 48054 Phone: 858-1998

The Department staff provides consultation to district counselors, administrators, and teachers in the form that best meets their needs in guidance and counseling, tests and measurements, and student information management systems. Continued consultation is available in career guidance, group processes, individual counseling skills, community resources, management of guidance programs, and guidance program development and evaluation. Seminars are held throughout the year to update those working in these areas and to present trends new in the field. Intensive short courses in technology as it pertains to departmental activities are offered periodically as part of the Oakland Schools Management Academy.

A computerized student information management system has been developed to assist in the myriad of student data collection activities. Departmental effort in the student records area includes developing programs that can relieve counselors of clerical tasks and providing the means for monitoring students on guidance goals. In addition, resources are being expended in the development of a computer-assisted guidance and counseling system that will utilize the full potential of the computer to assist in meeting the goals of guidance.

A comprehensive testing service includes delivery and pick-up of test booklets and answer sheets, as well as scoring and reporting for most major standardized tests. The user may select either a standard format for test reporting or choose among options that are most appropriate for the objectives of the school district. Graphic, easily understood profile cards showing individual student's scores and histograms relating group scores to the normal curve are two outstanding products of the testing service. Criterion referenced reporting is also available.

Media Center
Dr. Robert Johnson, Director
2100 Pontiac Lake Road
Pontiac, Michigan 48054 Phone: 858-1978

The Media Center contains a comprehensive collection of non-print media, slides, films, film strips, overhead transparencies, tapes, and video tapes which are available for loan to the local school districts in Oakland County. In addition, the Center has a media production room with staff available to consult with Oakland County educators about media production, and media production materials for purchase by educators in the county. Films may be ordered during the evening by calling the Film Library night line at 858-1981. The Media Center is open at the same hours as the Professional Library.

Professional Library
Dr. Robert Kramp, Director
2100 Pontiac Lake Road
Pontiac, Michigan 48054 Phone: 858-1960

The Professional Library contains the following resources: 3,000 reference books, 26,000 professional books, complete ERIC microfiche file and computer search capability, Michigan documents, bibliographies, current college catalogs, curriculum guides, and Dissertation Abstracts. Major services include reproduction of ERIC microfiche and reference service. Reference librarians may be reached by phone at 858-1962. The Library hours during the school year are: Monday and Friday - 8:30 a.m. to 5:00 p.m.; Tuesday, Wednesday, and Thursday - 8:30 a.m. to 8:30 p.m.; and Saturday - 8:30 a.m. to 12:00 noon.

Psychological Clinic
Dr. Leon Hall, Director
2100 Pontiac Lake Road
Pontiac, Michigan 48054 Phone: 858-1950

Children exhibiting emotional problems are evaluated by a multi-disciplinary team comprised of psychologists, a social worker, and a psychiatrist. Referrals to the Psychological Clinic are from any source for pre-school children and through the director of special education of local school districts for children enrolled in public or non-public schools. Questions by counselors relating to other psychological referral sources may be addressed to James Porter, Social Worker, at 858-1956.

Reading and Language Center
Dr. Roy Butz, Director
2100 Pontiac Lake Road
Pontiac, Michigan 48054 Phone: 858-1931

The Reading and Language Center deals with both the external and internal elements that affect the ability of children to learn to read. Consultants on the staff work with local district educators to create reading environments that will benefit all children. Professional development programs are provided for administrators, teachers, and paraprofessionals. The Center includes a library of high interest, low reading level books and texts to use with children referred to the clinic. Children with learning disabilities receive clinical attention at the Center. Clinic referrals require the participation of parents, teachers, and school administrators and must be made by the designated reading referral person of the school district in which the child resides.

Speech and Hearing Clinic
Dr. Gerald G. Freeman, Director
2100 Pontiac Lake Road
Pontiac, Michigan 48054 Phone: 858-1907

The Speech and Hearing Clinic provides services to both pre-school and school aged children in Oakland County. Programs include the deaf baby program beginning as young as six months of age. Parents are taught ways to encourage speech development. Starting around the child's first birthday, a teacher of the deaf, especially trained for work with young children, initiates work with both the child and the parent until enrollment in a public school nursery program at about age three. Intensive diagnostic-teaching programs are operated for pre-school and school age children with other types of speech disorders such as stuttering, cleft palate speech, and problems of articulation. Children living in the 28 constituent districts of Oakland Schools are entitled to services of the Clinic. Pre-school children are referred to the Clinic by their physicians, public health nurses, or any interested party. School age children must be referred by special education personnel of their own school district.

Section C: Oakland County Government Agencies

This section contains a listing of major government agencies in Oakland County. The descriptions contain information about the services provided by these agencies.

Child and Adolescent Clinic, Oakland County Community Mental Health Services Board

Dr. Peter Medrano, Director
3377 Elizabeth Lake Road
Pontiac, Michigan 48054 Phone: 682-3884
111 Troy Street
Royal Oak, Michigan 48067 Phone: 548-5666

Includes a complete outpatient mental health service for youth up to age 16 including individual, family, and group therapy, counseling for the family of child, consultation services to schools and other child service agencies.

Consumer Protection Division

Miss Sheri Perelli, Director
Oakland County Prosecutor's Office
1200 N. Telegraph Road
Pontiac, Michigan 48053 Phone: 858-0650

Investigates and prosecutes criminal fraud. The office also takes reports of non-criminal consumer problems for the purpose of bringing them to the attention of the merchant involved.

Juvenile Division Services, Oakland County Probate Court

Mr. James W. Hunt, Director
Courthouse Tower
1200 N. Telegraph Road
Pontiac, Michigan 48053 Phone: 858-0112

Handles all Juvenile Court services, relating to problems of delinquency and neglect, including adoption, foster care, and official court cases. Auxiliary services include the following: Research, Training and Clinical Services, Children's Village, Camp Oakland Youth Programs, and Youth Assistance Program.

Manpower Programs, Oakland-Livingston Human Services Agency
Mr. Elwood Dunn, Division Manager
196 Oakland Avenue
Pontiac, Michigan 48058 Phone: 858-5130

Involves three manpower programs. Youth Services is a year-round work training program for youth from low-income families in Oakland County who are either high school dropouts or over 14 and still in school. Operation Mainstream provides career counseling and on-the-job training for adults 18 or older who meet poverty guidelines. Public Service Careers Program offers two-year academic training and on-the-job training to prepare individuals for service careers. This program is for adults 18 years or over who meet poverty guidelines.

Oakland County Circuit Court
Mr. Fred Mester, Acting Court Administrator
1200 N. Telegraph Road
Pontiac, Michigan 48053 Phone: 858-0344

Has jurisdiction over all civil and criminal cases involving crimes committed within boundaries of Oakland County except those under jurisdiction of State and Federal Courts.

Oakland County Community Mental Health Services Board
Dr. Lino Romero, Director
1200 N. Telegraph Road
Pontiac, Michigan 48053 Phone: 858-1210

Administers a broad range of inpatient, outpatient, and rehabilitative mental health services. Affiliated programs include: Pontiac General Hospital Community Mental Health Clinic, Providence Hospital Community Mental Health Clinic, Pontiac Methadone Maintenance Clinic, North Oakland Community Mental Health Center, Juvenile Court Psychological Clinic, Clinton Valley Center, Fairlawn Center, and New Horizons of Oakland County.

Oakland County Cooperative Extension Service
Mr. Wayne H. Nierman, Director
1200 N. Telegraph Road
Pontiac, Michigan 48053 Phone: 858-0880

Offers expanded nutrition program to low-income families residing in Oakland County to improve their nutritional intake. Professional aides are available to work with mothers in their homes teaching food preparation, food buying, child care, and money management.

Oakland County Department of Social Services
Mr. Howard Rosso, Director
196 Oakland Avenue
Pontiac, Michigan 48058 Phone: 858-1484
301 W. Fourth Street
Royal Oak, Michigan 48067 Phone: 548-6300
1010 W. Maple Road
Walled Lake, Michigan 48088 Phone: 624-8800

Financial assistance is available under the following programs: general assistance, adult hospitalization, aid to families with dependent children, Medicare, low-income food stamps eligibility and sale of coupons, old age assistance, aid to the blind, and aid to the totally disabled. Social Services Program includes: adoptions, adult social services, foster care licensing and placement, protective services, child day care aid certification, client employment and training programs, delinquency treatment and placement programs, basic family services, community placement of mental health patients, and licensing of homes for the aged.

Oakland County Health Department
Dr. Robert Losey, Director
1200 N. Telegraph Road
Pontiac, Michigan 48053 Phone: 858-1280
27725 Greenfield Road
Southfield, Michigan 48076 Phone: 557-1400

Provides broad range of general and personal health care services, including dental care, tuberculosis control, veneral disease control, immunizations, etc. Provides diagnosis in confirmation of diseases and food poisoning as well as analyzing water and food micro-organisms. The nursing division works to prevent the spread of communicable diseases and provides care and follow-up. Public Health Nurse Program also provides school, family, and community health services.

Oakland County Health Department, Office of Substance Abuse Services
Mr. Stephen A. Stewart, Director
1200 N. Telegraph Road
Pontiac, Michigan 48053 Phone: 858-0001

Responsible for the funding, establishment, and maintenance of a network of substance abuse treatment programs to meet the needs of Oakland County citizens. Services provided include comprehensive substance abuse planning for county-wide application, aid communities in the design and implementation of drug treatment programs, provide technical assistance to existing programs and provide information and education to community at large, and assist local programs in meeting State licensing requirements and in maintaining standards of professional service commensurate with requirements of funding agencies.

Oakland County Manpower Department
Mr. Robert Chisholm, Director
1200 N. Telegraph Road
Pontiac, Michigan 48053 Phone: 858-1074

Responsible for the overall administration of all Federal manpower funds allocated to Oakland County. Serves as the principle contractor-administrator of Federal Emergency Employment Act funds and Comprehensive Employment Training Act funds. Funds are subcontracted to county operating agencies such as the Oakland County Commission on Economic Opportunity.

Pre-School Headstart Program, Oakland County Commission on Economic Opportunity
Mrs. Brooke Dixon, Director
196 Oakland Avenue
Pontiac, Michigan 48058 Phone: 858-5178

A pre-kindergarten education program for four-year old children of low-income families, also provides supporting parent education and involvement programs for parents.

Youth Assistance Program, Juvenile Division Services, Oakland County Probate Court
Mrs. Kay E. Karla, Director
1200 N. Telegraph Road
Pontiac, Michigan 48053 Phone: 858-0055

Provides a volunteer program service directed toward the prevention of delinquency and neglect. The emphasis is on primary prevention, through a rehabilitation professional casework service and a community organization service involving twenty-five local community programs designed for enabling children, families, and communities toward healthy growth, development, and adjustment. The community programs are staffed by professional social workers and concerned volunteers who comprise the local community committees.

Section D: State of Michigan Government Agencies

This section contains a listing of major government agencies of the state of Michigan that have offices to serve residents of Oakland County. The descriptions contain information about the services provided by these agencies. In some cases, State funds are administered through county agencies.

Michigan Department of Civil Rights
(Position of District Executive open at time of publication)
Pontiac State Bank Building
28 N. Saginaw, Suite 309
Pontiac, Michigan 48058 Phone: 334-4978

Investigates complaints concerning violation of civil rights because of religion, race, color, national origin, and cases of employment related to age and sex.

Michigan Department of Corrections Parole Office
Mr. Michael Best, Senior Parole Agent
53½ W. Huron Street, Room 17
Pontiac, Michigan 48058 Phone: 335-9209

Provides for the in-community supervision and counseling of men who have been in prison and subsequently released.

Michigan Department of Education: Vocational Rehabilitation Services
Mr. David Halter, Supervisor
505 S. Lafayette Street
Royal Oak, Michigan 48067 Phone: 544-3136

Mr. Thomas DeLuca
140 S. Saginaw Street, Suite 101
Pontiac, Michigan 48058 Phone: 858-2501

Provides comprehensive vocational rehabilitation services for disabled adults through medical examination and treatment and physical restoration. Also provides vocational counseling, vocational training, maintenance allowance, training supplies, tools and equipment, job placement, and individual follow-up.

Michigan Employment Security Commission
Mr. Garth Bartley, General Manager
242 Oakland Avenue
Pontiac, Michigan 48058 Phone: 332-0191

Mr. Luther C. Olson
737 S. Washington Street
Royal Oak, Michigan 48067 Phone: 548-7404

Assists persons to find jobs, counsels workers with employment problems, helps develop job openings, and provides unemployment compensation.

Michigan Veterans' Trust Fund
Mrs. Donna Wyland, Director
308 E. Eleven Mile Road
Royal Oak, Michigan 48067 Phone: 542-5090

Provides interim financial help for Michigan veterans, counseling on veterans' benefits, and referral to agencies.

Section E: United States Government Agencies

Major governmental agencies of the United States that have offices to serve residents of Oakland County are listed in this section. The descriptions contain information about the services provided by these agencies. In some cases, Federal funds are administered through State and county agencies.

United States Department of Health, Education, and Welfare - Social Security Administration
Mr. Eino J. Heino, Manager
142 Auburn Street
Pontiac, Michigan 48058 Phone: 334-4713

Miss Mary Ellen Cooke, Manager
612 E. Fourth Street
Royal Oak, Michigan 48067 Phone: 493-1111

Mr. Herbert Schneider, Manager
34731 Grand River Avenue
Farmington, Michigan 48024 Phone: 493-1111

Provides assistance in filing applications for supplemental security income, retirement, disability and survival benefits; assistance in signing up for Medicare coverage and in claiming medical insurance benefits; help in obtaining evidence of age when there is a problem; issuing social security cards and replacing lost ones; changing names on social security cards; providing general and technical information to workers, employers, and other agencies; speakers and films regarding social security; and changing addresses for those who move while receiving social security checks.

United States Immigration and Naturalization Service
Mr. A. J. Salturelli, Director
333 Mt. Elliott Street
Detroit, Michigan 48207 Phone: 226-3240

Handles and processes all applications for entry into the country. Assists foreign born and their decendants establish United States citizenship. Guards against those undesirables who attempt illegal entry into the country.

Section F: College and University Referral Services

This section contains information about counseling centers and clinics located at colleges and universities in the Detroit Metropolitan area. Included are descriptions of the counseling laboratories connected with counselor education programs. These facilities are used as a training facility for counselors and provide free services in the areas of personal, vocational, and educational counseling.

Center for Counselor Education
Dr. Jerry Tobias, Director
Department of Counselor Education, University of Detroit
16185 Petoskey Street
Detroit, Michigan 48221 Phone: 927-1198

A training and research facility for the counselor education program at the University of Detroit. Services are available to elementary and secondary school students, college and university students, and adults in the community. The Center provides services in the areas of educational and vocational problems or difficulties in personal adjustment. There is no charge for the service. In some cases, there is a small fee for materials such as tests.

Continuum Center for Adult Counseling and Leadership Training, Oakland University
Dr. Elinor Waters, Director
Meadowbrook Farmhouse
Rochester, Michigan 48063 Phone: 377-3033

Offers adult counseling and training to help persons make meaningful decisions in regards to their lives. Available to any adult living in the metropolitan Detroit area.

Counseling Center
Miss Kay Faria, Coordinator
Department of Counselor Education
Room 306, College of Education
Wayne State University
Detroit, Michigan 48202 Phone: 577-1681

A training facility for the Counselor Education Department of Wayne State University. Services are available to anyone over eight years of age. Parental permission is required for anyone under 18 years of age. Young children are seen by one counselor while one or both of their parents are seen by another counselor. The Center provides services in the area of educational, vocational, and personal adjustment. There is no charge for the service. In some cases, there is a small fee for materials such as tests.

Counseling Laboratory
Dr. John Waidley, Coordinator
Department of Counselor Education
School of Education
Boone Hall, Eastern Michigan University
Ypsilanti, Michigan 48197 Phone: 487-3270

A training facility for the Counselor Education Department of Eastern Michigan University. The Laboratory provides services related to personal, career, and educational counseling. There is no charge for services. In some cases, there is a small fee for materials such as tests.

Counseling Laboratory
Dr. Donald K. Harrison, Chairman
Department of Counselor Education
School of Education, University of Michigan
1337 School of Education Building
Ann Arbor, Michigan 48105 Phone: 764-5457

A training facility for the Counselor Education Department of the University of Michigan. The Laboratory provides services related to personal, career, and educational counseling. There is no charge for services. In some cases, there is a small fee for materials such as tests.

Oakland Community College Center for Substance Abuse
Dr. Arthur Jalkanen, Director
2900 Featherstone Road
Auburn Heights, Michigan 48057 Phone: 852-0275

Provides drug abuse program, professional youth counseling, parent counseling and education, and evaluation and referral services. Service available free of charge to youth in Oakland County.

Oakland University Community Counseling and Psychological Center
Dr. S. Edward Rice, Director
Graham Medical Center, Oakland University
Rochester, Michigan 48063 Phone: 377-3465

Provides counseling and psychotherapy for both students and non-students, including group therapy, marriage counseling, child therapy, and individual adult therapy. Counselor education students from the Oakland University counselor education program do their practicum work at this Counseling Center.

University of Detroit Psychological Clinic
Dr. Bernard A. Green, Director
17350 Livernois Avenue
Detroit, Michigan 48221 Phone: 863-8881

Provides services for individuals with psychological problems. Offers individual, group, and marital counseling.

Section G: Professional Association Directories

Directories of counseling and psychological programs and practioners are listed below. These directories provide information about possible referral sources which have professional association affiliation.

Directory of the Michigan Psychological Association
Michigan Psychological Association (To be revised)
Directory. Price not available.

Directory of members of the Michigan Psychological Association in private practice. Directory to be revised in near future.

National Register of Health Service Providers in Psychology
American Psychological Association (Available in 1975)
Directory. Price not available.

Directory of health service providers who are certified for insurance purposes. Comprehensive directory to be available in late 1975 or early 1976.

National Association of Social Workers Private Practice Roster
National Association of Social Workers, Metropolitan Detroit Chapter
Directory. Price not available.

Listing of members of the Detroit Chapter of the National Association of Social Workers who are engaged in private practice.

Biographical Membership Directory
Michigan Society of Consulting Psychologists (1974-75)
Directory. Price not available.

Directory of members of Michigan Society of Consulting Psychologists including clinical psychologists, personnel or industrial psychologists, and social psychologists.

Directory of Counseling Services
International Association of Counseling Services (1973)
Available from APGA Press
Directory. $4.00.

Lists over 350 counseling services and agencies in the United States and Canada.

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CHAPTER IV: MEASUREMENT RESOURCES

Section A: General Measurement Information

Measurement instruments can provide various types of information which can help students better understand themselves and set life goals. These instruments can provide information for the school staff that will assist them in developing a better understanding of the students with whom they work.

Two broad types of tests are norm referenced tests and criterion referenced tests. Norm referenced tests possess comparative norms and are generally externally published. Their purpose is to allow comparative judgments about the collective skills of individual youngsters, or groups of youngsters, for a given set of characteristics. In using norm referenced tests the school district buys and accepts a test publisher's definition of a set of concepts and skills. The content of these tests, as well as the determination of when things are learned and/or taught, must of necessity come from a highly generalized estimation of the curriculum practices in all the classrooms of the nation. The perspective is national in scope, and data from norm referenced tests enable a district to make statements about its relative position with respect to this wide distribution.

Criterion referenced tests, here contrasted with norm referenced tests, are relatively new on the educational scene. They are designed to produce many scores per child and/or group. That is, the components of a scholastic area are defined and measured by specific performance tasks. Determination of student performance level is in terms of the ability to do a number of discreet tasks rather than in the ability to perform globally. When used this way, criterion referenced tests are highly diagnostic and prescriptive in nature; i.e., students will reflect the extent to which they have mastered skills or they will demonstrate instructional needs they have. There is no need for norms. Anticipated performance levels are in terms of adjudged standards for the particular child and/or group.

The Department of Measurements and Guidance at Oakland Schools is responsible for providing consultation and service in the area of tests and measurements. Department services include the processing of norm and criterion referenced tests, consultation on the structure of K-12 school testing programs for instructional and administrative uses, consultation on the selection of specific tests for guidance use, and assistance in developing criterion referenced tests for measuring guidance and instructional program outcomes.

A major reference describing the testing services of Oakland Schools is the Testing Handbook which is published yearly. Guidance directors and testing directors in each school district are among those who receive this publication each fall. Persons in need of additional information regarding testing services at Oakland Schools may contact Dr. Ernest Bauer, director, Testing Unit, at 858-2162.

Section B: Norm Referenced Aptitude Tests

The following aptitude tests are available through the Oakland Schools Testing Unit (see Testing Handbook for complete information):

Cognitive Abilities Test (COAT)
Differential Aptitude Tests (DAT)
Otis-Lennon Mental Ability Test (OTIS)
School and College Ability Tests (SCAT)
Short Form Test of Academic Aptitude (SFTAA)

Section C: Norm Referenced Achievement Tests

The following achievement tests are available through the Oakland Schools Testing Unit (see Testing Handbook for complete information):

California Achievement Tests (CAT)
Comprehensive Tests of Basic Skills (CTBS)
Gates-MacGinitie Reading Tests (GATES)
Iowa Tests of Basic Skills (ITBS)
Iowa Tests of Educational Development (ITED)
Metropolitan Achievement Tests (MAT)
Sequential Tests of Educational Progress (STEP)
Stanford Achievement Test (SAT)
Tests of Academic Progress (TAP)

Section D: Criterion Referenced Tests

Oakland Schools has developed a variety of criterion referenced tests and test reporting formats. Criterion referenced tests are available in the subject areas of language arts and English, mathematics, music, reading, science, and social studies. The reporting formats include PACER analysis, Mini-PACER analysis, and PORT analysis. For further information, contact the Department of Measurements and Guidance or Oakland Schools subject area consultants.

Section E: Interest Inventories

This section describes a number of interest inventories including information about test publisher, price of a specimen set, nature of test, types of test scores, test scoring, age range, and administration time. Interest inventories measure interests on a number of different dimensions such as psychological needs and values related to work, preference for broad occupational clusters and similarity of student interests to those of specific

occupational groups. These inventories can be helpful in facilitating career exploration and career decision-making. It is important to remember that interests do not stablize until late adolescence or early adulthood. Throughout the junior high and early high school years, these inventories should focus on occupational clusters and broad career exploration. During the late high school years (grades 11-12), inventories relating student interests to specific occupational groups might be more appropriate. Also, when using interest inventories, it is important to consider sources of occupational information which can be utilized once students have information about their interest profiles. This section also suggests companion materials related to specific interest inventories that will facilitate this career exploration.

California Occupational Preference Survey (COPS)
Educational & Industrial Testing Service
Interest inventory. Specimen set $2.25.

The COPS is an interest inventory which provides interest scores in terms of families of related occupations thus encouraging career exploration. It consists of 168 items describing activities performed in a variety of occupations. Students respond on a four-point scale indicating how much they like the activity. Fourteen occupations cluster scores are obtained including: (1) science-professional, (2) science-skilled, (3) technical-professional, (4) technical-skilled, (5) outdoor, (6) business-professional, (7) business-skilled, (8) clerical, (9) linguistic-professional, (10) linguistic-skilled, (11) aesthetic-professional, (12) aesthetic-skilled, (13) service-professional, and (14) service-skilled. The COPS is appropriate for grade eight through adult. It is untimed but usually takes 30-40 minutes to administer. Both self-scorable and machine-scorable forms are available. A useful occupational information source to use as a companion to COPS is Guide to Careers through Vocational Training. This book describes 145 occupations arranged by COPS scales. It is available at $5.95 from the test publisher.

Hall Occupational Orientation Inventory (HOOI)
Scholastic Testing Services, Inc.
Interest inventory. Specimen set $2.00.

The HOOI measures occupational values and needs to help broaden the student's perceptions of occupational choice. The scales are adapted from Maslow's and Roe's theories of needs. It measures needs which the individual might meet through work and work situations which will tend to be satisfying to the individual. The scales are: (1)creativity-independence, (2) risk, (3) knowledge-information, (4) belongingness, (5) security, (6) aspiration, (7) esteem, (8) self-actualization, (9) personal satisfaction, (10) routine-dependence, (11) data orientation, (12) thing orientation, (13) people orientation, (14) location concern, (15) aptitude concern, (16) monetary concern,(17) physical abilities concern, (18) environment concern, (19) co-worker concern, (20) qualifications concern, and (21) time concern. The HOOI is appropriate for grade 10 through adult. It is untimed and is

self-scorable. It is most appropriate when used on an individual basis as a counseling tool.

Kuder General Interest Survey, Form E
Science Research Associates
Interest inventory. Specimen set $1.85.

The Kuder General Interest Survey, Form E, is a revision of the Kuder Form C with updated language and reading level dropped to the sixth grade level. The Kuder Form E yields the following general interest scales: (1) outdoor, (2) mechanical, (3) computational, (4) scientific, (5) persuasive, (6) artistic, (7) literary, (8) musical, (9) social service, and (10) clerical. The Kuder Form E is appropriate for grades 6 through 12. It is untimed but usually takes 45-60 minutes. It is available in both hand-scorable and machine-scorable forms. Two helpful tools for use with the Kuder Form E are Career Guidance and the Kuder Interest Inventories ($1.20) and Interpreting the Kuder E General Interest Survey ($9.68). Both are available from the test publisher.

Kuder Occupational Interest Survey, Form DD
Science Research Associates
Interest inventory. Specimen set $2.65.

The Kuder Occupational Interest Survey, Form DD, is an interest inventory which compares a student's occupational interests to specific occupational groups (114 groups) and college majors (48 majors). The inventory provides both female and male norms on occupations and college majors. The profile gives correlations for occupations and college majors on both male and female norms. It also summarizes high scores. The Kuder Form DD is appropriate for grade 11 through adult. It is untimed but averages 30-40 minutes. It is available in machine-scorable form only.

Kuder Preference Record, Personal, Form A
Science Research Associates
Interest inventory. Specimen set $1.90.

The Kuder Preference Record, Personal, Form A, measures the kind of relationships with other people which are preferred by the student. It provides five scales which are: (1) preference for being active in groups, (2) preference for familiar and stable situations, (3) preference for working with ideas, (4) preference for avoiding conflicts, and (5) preference for directing and influencing others. These scales are independent from the Kuder Form E vocational scales. There are charts to relate these five scales to specific occupations. The Kuder Form A is appropriate for high school through adult populations. It is untimed. Both self-scorable and machine-scorable forms are available.

Milwaukee Academic Interest Inventory
Western Psychological Services
Interest inventory. Specimen kit $12.50.

The Milwaukee Academic Interest Inventory was developed to aid in counseling college students and college-bound high school students. It contains 150 items which are marked true, false, or undecided. Eight scales result from the inventory including: (1) physical science, (2) healing occupations, (3) behavioral science, (4) economics, (5) humanities, (6) elementary education, (7) commercial vs. nurturant interests, and (8) natural science vs. social studies interests. The inventory is untimed but the average administration time is 20 to 30 minutes. It is self-scorable.

Minnesota Vocational Interest Inventory (MVII)
The Psychological Corporation
Interest inventory. Specimen set $1.00.

The MVII is an interest inventory designed to measure interests in nonprofessional occupations for boys and men. It consists of 158 triads of statements describing work activities. The student indicates the one activity most liked and the one activity least liked. Scores are obtained for 21 occupational scales and nine area scales. The area scales are: (1) mechanical, (2) health service, (3) office work, (4) electronic, (5) food service, (6) carpentry, (7) sales-office, (8) clean hands, and (9) outdoors. The MVII is appropriate for boys and men 15 years and older. No time limit is specified but most people complete it in less than 45 minutes. It is available in hand-scorable and machine-scorable forms. A useful publication related to the MVII is The Vocational Interests of Nonprofessional Men ($4.35) available from the test publisher.

Ohio Vocational Interest Survey (OVIS)
Harcourt Brace Jovanovich, Inc.
Interest inventory. Specimen set $1.95.

The OVIS is an interest inventory which relates student interests to 24 homogeneous clusters on the data-people-things continuum based on the DOT classification system. It consists of 280 descriptions of actual job activity items which are responded to on five possible responses from "like very much" to "dislike very much." The 24 scales are: (1) manual work, (2) machine work, (3) personal services, (4) caring for people and animals, (5) clerical work, (6) inspecting and testing, (7) crafts and precise operations, (8) customer services, (9) nursing and related technical services, (10) skilled personal services, (11) training, (12) literary, (13) numerical, (14) appraisal, (15) agriculture, (16) applied technology, (17) promotion and communication, (18) music, (19) artistic, (20) sales representative, (21) entertainment and performing arts, (22) teacher-counselor-social worker, (23) medical, and (24) management. In addition, the student questionnaire information items summarize occupational plans, best-liked subjects, high school programs, post-high school plans, interest in vocational programs, and vocational choice. An optional local

survey information section can be used to present eight additional questions. The OVIS is appropriate for grades 8 through 12. It is not a timed instrument but average time ranges from 60-90 minutes. It is available in machine-scorable form. Useful counseling tools are the Guide to Career Exploration ($2.50) and Career Exploration Leaflet ($4.00/50 copies) available from the test publisher.

Self Directed Search (SDS)
Consulting Psychologists Press, Inc.
Interest inventory. Specimen set $2.00.

The SDS is a self-administered, self-scored, and self-interpreted vocational counseling tool. It consists of 228 items including items related to preferred activities, competencies, occupations, and self-estimates. The scores of the SDS are in three letter codes related to Holland's six personality types: (1) realistic, (2) intellectual, (3) artistic, (4) social, (5) enterprising, and (6) conventional. Using the three letter code, the student can enter the Occupations Finder, a separate booklet which lists 456 occupations by code. It is appropriate for students age 15 and older. It is untimed and is completely self-scorable.

Strong-Campbell Interest Inventory (SCII)
The Psychological Corporation
Interest inventory. Specimen set $6.00.

The SCII measures the students' interests on six general occupational themes, 23 basic interest scales, and 124 specific occupational scales. It consists of 325 items to which students respond "like," "indifferent," or "dislike." The questions relate to a wide range of occupations, occupational activities, hobbies, amusements, school subjects, and types of people. The six general occupation theme scores are based on the six general occupational personalities developed by Holland and include the following: (1) realistic, (2) intellectual, (3) artistic, (4) social, (5) enterprising, and (6) conventional. The 24 basic interest scales measure interests such as mechanical and artistic. The occupational scales relate to interest patterns of specific occupational groups. The SCII is appropriate for high school through adult. It is untimed but average time is 25-35 minutes. It is available in machine-scorable form.

Work Values Inventory
Houghton Mifflin Company
Interest inventory. Specimen set $ .90.

The Work Values Inventory measures 15 values of particular importance in determining an individual's satisfaction and success in his occupation. The inventory consists of 45 statements having to do with work values which the individual rates. The work values measured include: (1) intellectual stimulation, (2) job achievement, (3) way of life, (4) economic returns, (5) altruism, (6) creativity, (7) relationships with associates, (8) job security, (9) prestige, (10) management of others, (11) variety, (12) aesthetics, (13) independence,

(14) supervisory relations, and (15) physical surroundings. It is untimed but averages 10-15 minutes to administer. It is appropriate for grades seven through adult. It is available in machine-scorable form.

Section F: Career Planning Inventories

A major trend in testing is the introduction of career planning inventories. These inventories measure several characteristics and relate these to tentative career choices. The characteristics include aptitudes, interests, values, and experiences. These career planning inventories are a response to the need to consider multiple factors when working with students on career and educational planning. In the past, counselors have had to rely on several different tests and have had no systematic way of relating several tests scores to specific choices. This section describes three career planning inventories.

Career Planning Program: Grades 8-11
Houghton Mifflin Company
Career planning inventory. Specimen set $4.50.

The Career Planning Program was developed by the American College Testing Program. It is a complete career planning program which includes the use of an inventory which measures the student's abilities, interests, and career-related experience; and reports these results in a single profile that translates scores into suggested areas of career exploration. The inventory's interest and experience scales are reported for the following six interest categories: (1) social service, (2) business contact, (3) business detail, (4) technical, (5) science, and (6) creative arts. Ability scores reported include: (1) reading skills, (2) language usage, (3) clerical skills, (4) space relations, (5) numerical skills, and (6) mechanical reasoning. A student guide, Exploring: You and Your Career, is provided as part of the program and can be used in a group guidance or mini-course career exploration program. Total time required to administer the complete inventory is 2½ hours. It is available in machine-scorable form.

DAT Career Planning Program
The Psychological Corporation
Career planning inventory. Counselor manual $ .90.

The DAT Career Planning Program is a modification of the methods of collecting, interpreting, and reporting test data from the Differential Aptitude Tests in conjunction with additional information about students gathered at the time of testing. In addition to completing the DAT (Form L, S, or T), students complete the Career Planning Questionnaire at the time of testing. The questionnaire requests data on sex, grade, age, interest in 92 school subjects, activities and sports, expected educational goals, class standing, and interest in 100 specific

occupations. The occupations are grouped into 20 groups modified from the DOT classification system. The student receives a Career Planning Report which reports DAT scores and then interprets the student's vocational choices in light of his DAT scores, his educational aspirations, and his school subject and activity report. The DAT Career Planning Program is appropriate for students in grades 8-12. It is machine-scorable. The administration time of the DAT is only slightly increased if using the Career Planning Program. The DAT Career Planning Program is available through the Oakland Schools Testing Unit.

Vocational Planning Inventory: High School Prediction (8-10)
Science Research Associates
Career planning inventory. Specimen set $2.55.

The Vocational Planning Inventory: High School Prediction is a career planning inventory designed to help vocational students make realistic course choices by predicting their success in different vocational areas. The program measures the student's general ability, specific aptitudes, and value orientations. The test score data are translated into estimated grades that would most probably be received in the following high school curriculum areas: (1) general academic, (2) general vocation, (3) business, (4) mechanics and mechanical maintenance, (5) drafting and design, (6) metal trades, (7) home economics and health, (8) construction trades, (9) electronics and electrical trades, and (10) agriculture. The program is appropriate for students in grades 8 through 10. It requires about three hours to administer and is machine-scorable.

Section G: Career Maturity Inventories

Another new testing area is the development of instruments to measure several aspects of career maturity. These instruments provide information about the current competencies and attitudes of students as related to career development. The primary use of these inventories is to assist in planning career education and/or career guidance programs and to monitor student progress in these programs. This section describes two of these inventories which have recently become commercially available.

Assessment of Career Development (ACD)
Houghton Mifflin Company
Career maturity inventory. Specimen set $3.60.

The ACD focuses on core aspects of career development which can be measured through use of standardized group assessment procedures. The scales of the ACD include: (1) occupational awareness including occupational knowledge and exploratory occupational experiences; (2) self-awareness including job values and preferences, career plans, self-evaluation of career planning and perceived needs for help with career planning; and (3) career planning and decision-making including career planning knowledge and involvement in career planning experiences.

The results of the ACD are reported for 11 scales and 42 specific questions. The ACD also enables users to obtain summaries of student responses for up to 19 locally developed items. The ACD is appropriate for students in grades 8 through 11. Total administration time is about 2½ hours. It is machine-scorable.

Career Maturity Inventory (CMI)
CTB/McGraw Hill
Career maturity inventory. Specimen set $4.50.

The CMI is designed to measure career maturity. It consists of an attitude scale and a set of competence tests. The attitude scale results in scores for the following five attitude clusters: (1) involvement in choice process, (2) orientation toward work, (3) independence in decision-making, (4) preference for career choice factors, and (5) conceptions of career choice process. The competence tests are designed to measure the following cognitive variable involved in choosing an occupation: (1) how well the individual can appraise his job-related capabilities, (2) how much he/she knows about the world of work, (3) how adept he/she is at matching personal characteristics with occupational requirement, (4) how foresightful he/she is in planning for a career, and (5) how effectively he/she can cope with problems that arise in the course of career development. The test items present hypothetical situations and students choose from five possible courses of action. The CMI is appropriate for students from grades 6 through 12. Test administration time is 2½ hours. It is machine-scorable.

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CHAPTER V: LEGAL RESOURCES

Chapter V describes resources which relate to a variety of legal issues and concerns. Included are resources relating to student rights and responsibilities, ethics, student record policies, and Federal legislation. Key resources are The Counselor's Professional Handbook, State of Michigan General School Laws, and the Resource Handbook for Guidance Personnel - Federal Legislation, Public Law 93-380.

A Code of Ethics for School Counselors Circular #11
Guidance and Counseling Unit, Pupil Personnel Section, Michigan Department of Education
Booklet. Free.

Describes a code of ethics for school counselors in Michigan. Also included is a statement on the current Michigan law related to confidential information.

The Counselor's Professional Handbook
Michigan Personnel and Guidance Journal
Volume 5 (1) (Fall, 1973)
Michigan Personnel and Guidance Association
Handbook. $2.00.

A special issue of the Michigan Personnel and Guidance Journal which provides a wealth of information related to legal concerns including: (1) a comprehensive listing of Michigan school laws relevant for guidance, (2) information on the legal and ethical behavior of counselors, and (3) guidelines for the collection, maintenance, and dissemination of student records. This publication is a key resource for counselors.

Drug Education Guidelines
Michigan Department of Education (1973)
Booklet. Free to schools in Michigan.

Provides guidelines for school districts for the development of policies related to drug education programs and drug abuse. Topics discussed include philosophy, drug education programs, guidance and counseling, monitoring and controlling drugs, school-community cooperation, in-service education, and instructional materials.

Information Guide for the Collection, Maintenance, and Dissemination of Student Records
Michigan Child Accounting and Attendance Association
Booklet. $2.00.

Intended to provide an information base for school districts involved in developing a policy on the collection, maintenance, and dissemination of student records.

Law of Guidance and Counseling, Legal Problems of Education Series, Volume 4
Ware, M.
National Organization on Legal Problems of Education (1969)
Book. $7.50. ERIC microfiche number (ED 100 048) from Oakland Schools.

Focuses on confidentiality, slander and libel, inspection and release of student records, use of records in court, search of students, search of property, and duties and liabilities of counselors. The answers to legal problems facing counselors are explored while the lack of related law and court cases is recognized.

Legal Aspects of Control of Student Activities by Public School Officials
Reutter, E.
National Organization on Legal Problems of Education (1970)
Book. $3.50. ERIC microfiche number (ED 044 829) from Oakland Schools.

Reviews and analyzes relevant decisions dealing with the control of student activities by public school authorities. After setting the legal framework for control of student activities, the publication discusses the law relevant to married students and mothers; rights of parents and students; rules of conduct, dress and appearance; expression of opinion; secret societies; and determination of punishments.

Legal Aspects of Crime Investigation in the Public Schools
Buss, W.
National Organization on Legal Problems of Education (1971)
Book. $3.50. ERIC microfiche number (ED 056 404) from Oakland Schools.

Summarizes methods used to investigate and prevent crime in schools, sketches possible legal claims that students might make as a result of these approaches to in-school crime prevention, and in extensive analysis of five court cases, gives particular attention to the legal issues related to searches of student lockers by school law enforcement authorities.

The Legal Rights of Secondary School Children Charged with Acts of Delinquency or Violation of School Laws
ERIC Counseling and Personnel Services Information Center (1972)
Book. $3.00.

A monograph intended to help counselors fully understand the court system as it relates to juvenile offenders and to create awareness of legal rights and protective measures available to secondary school students. Major sections include: (1) school rules, regulations, and disciplinary policies, (2) the juvenile court process, and (3) a model high school disciplinary code.

Prosecutor's Handbook for School Administrators
Prosecutor's Office, Oakland County (Revised 1975)
Book. No charge.

Provides legal information related to the following school law issues: juvenile court practices, procedures and services, child neglect and abuse, school incorrigibility, school attendance and truancy, school-court liaison, school-police liaison, confidential communications and records, alcohol, smoking, student drug abuse and treatment, corporal punishment, unauthorized personnel, precautions in transporting students, disturbances and contentions, bomb threats, school security, traffic and parking control; medical care of students; married and/or pregnant students, parental responsibility for vandalism, liability, search and seizure, interrogation of students, control and custody of evidence, student's rights, liability of school officials under civil rights act, age of majority, and fire drills.

A Recommended Guide to Student's Rights and Responsibilities in Michigan
Michigan Department of Education (1974)
Book. Free to public schools in Michigan.

Provides guidelines which help counselors and school districts develop policies related to the rights and responsibilities of students. Guidelines are provided for the following areas: authority of school boards; rights of students; responsibilities of students; specific student behaviors, such as smoking, dress, and grooming, etc.; and suspension and procedural due process.

A Resource Handbook for Guidance Personnel - Federal Legislation, Public Law 93-380 Entitled: Privacy Rights of Parents and Students
Department of Measurements and Guidance and Department of Pupil Personnel Services, Oakland Schools (1975)
Booklet. Free to schools in Oakland County.

Provides information related to Federal legislation, Public Law 93-380 entitled: Privacy Rights of Parents and Students. Included is a copy of Public Law 93-380, interpretative comments on the law, and sample materials for use in implementing the law in a local school district. The appendix lists resources helpful in developing student record policies.

Rights and Freedoms of Public School Students: Directions from the 1960's
Gaddy, D.
National Organization on Legal Problems of Education (1971)
Book. $3.50. ERIC microfiche number (ED 048 666) from Oakland Schools.

Identifies the rights and freedoms of public school students at the secondary and elementary levels, and discusses the legal limitations or modifications that school officials can place on those rights and freedoms. The discussion is based on literature and court decisions between 1960 and 1970.

Schedule of Retention and Disposal of Public School Records
Publication No. 522
Michigan Department of Education (1964)
Booklet. Free.

Describes the types of school records which should be kept and the length of time each should be kept. It is currently being revised. A new edition will be available in the summer of 1976.

School Board Policies on Drug Education and Drug Use: Educational Policies Development Kit
National School Boards Association (1971)
Book. $2.00. ERIC microfiche number (ED 058 660) from Oakland Schools.

Provides board policy samples and other resources on drug education and drug use. It discusses some of the dangers inherent in drug use and drug education programs that board policies could alleviate.

School Board Policies on Student Discipline: Educational Policies Development Kit
National School Boards Association (1971)
Book. $2.00. ERIC microfiche number (ED 058 658) from Oakland Schools.

Provides board policy samples and other policy resources on student discipline. Topics covered in the samples include: (1) corporal punishment, (2) student safety, (3) detention, suspension, and expulsion, (4) student hearings, (5) student demonstrations and strikes, and (6) staff protection.

School Board Policies on Student Rights: Educational Policies Development Kit
National School Boards Association (1973)
Book. $2.00. ERIC microfiche number (ED 073 549) from Oakland Schools.

Provides policy samples and other policy resources related to: (1) freedom of expression, (2) student involvement in decision-making, (3) due process rights, (4) interrogations and searches by school officials and/or police, (5) student complaints, grievances, and hearing procedures, and (6) student demonstrations and strikes. These materials can be modified to develop local school district statements of policy.

State of Michigan General School Laws
Department of Education (1973)
Available from Michigan Department of Management and Budget.
Book. Price not available.

Contains all Michigan laws related to schools.

Student Codes: A Packet of Selected Codes and Related Materials
Center for Law and Education, Harvard University (1971)
Book. $5.00. ERIC microfiche number (ED 059 540) from Oakland Schools.

Discusses various types of student codes, presents the need for such codes, outlines court challenges to these codes, and provides guidelines for drafting codes. Sample school district, statewide, and model codes are presented.

Student/Pupil Accounting
State Educational Records and Reports Series: Handbook V
U. S. Department of Health, Education, and Welfare (1974)
Available from U. S. Government Printing Office
Book. $3.05.

Provides guidelines for the development and use of student records. Included is information about: (1) student data management and confidentiality, (2) classification of information about students, and (3) definitions of items of information about students.

Student Rights and Responsibilities: Courts Force Schools to Change
Kleeman, R.
National School Public Relations Association (1972)
Book. $4.00. ERIC microfiche number (ED 071 171) from Oakland Schools.

Discusses recent developments affecting student rights, student responsibilities, and student participation in school governance. Topics include freedom of speech and due process, freedom from unreasonable searches and seizures, the right of privacy as it affects student records, and the rights of pregnant and married students. Appendices contain tables showing State action affecting student rights, a copy of the Maryland ACLU Bill of Rights, sample local policies, and sample dress codes.

Suspension and Expulsion of Public School Students
Phay, R.
National Organization on Legal Problems of Education (1971)
Book. $3.50. ERIC microfiche number (ED 048 672) from Oakland Schools.

Focuses on recent court cases that reaffirm, amplify, or extend entrenched constitutional and common law principles undergirding the public educational system. The publication considers the traditional elements of procedural due process and concludes that to comply with the minimum requirements of procedural due process, administrators must: (1) give the student adequate notice of the grounds of the charges and the nature of evidence, (2) conduct a hearing (unless the student waives it), and (3) take action only if it is warranted by the evidence.

APPENDIX

Publishers

American Association of Community and Junior Colleges
621 Duke Street
Alexandria, Virginia 22314

American Camping Association
Bradford Woods
Martinsville, Indiana 46151

American College Admissions Center
1601 Walnut Street
Philadelphia, Pennsylvania 19103

American College Testing Program
National Office
Box 168
Iowa City, Iowa 52240

American Council on Education
One Dupont Circle
Washington, D. C. 20036

American Guidance Service, Inc.
Publishers' Building
Circle Pines, Minnesota 55014

American Personnel and Guidance Association
Publications Sales Department
1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009

American Psychological Association
1200 - 17th Street, N.W.
Washington, D. C. 20036

Arco Publishing Company, Inc.
219 Park Avenue, S.
New York, New York 10003

Argus Communications
3505 N. Ashland Avenue
Chicago, Illinois 60657

Barron's Educational Series, Inc.
113 Crossways Park Drive
Woodbury, New York 11797

Benziger, Bruce & Glencoe, Inc.
8701 Wilshire Boulevard
Beverly Hills, California 90211

B'nai B'rith Career and Counseling Services
1650 Rhode Island Avenue, N.W.
Washington, D. C. 20036

Bobbs-Merrill Company
4300 W. 62nd Street
Indianapolis, Indiana 46268

Brown, William C. Company
135 S. Locust Street
Dubuque, Iowa 50001

Catholic College Bureau
1856 W. Fifth Street
Winona, Minnesota 55987

Charles A. Jones Publishing Company
4 Village Greene, S.E.
Department M400A
Worthington, Ohio 43805

Charles E. Merrill Publishing Company
1300 Alum Creek Drive
Columbus, Ohio 43216

Children's Press
1224 W. Van Buren Street
Chicago, Illinois 60607

Chronicle Guidance Publications, Inc.
Moravia, New York 13118

College Entrance Examination Board
Publications Order Office
Box 592
Princeton, New Jersey 08540

Consulting Psychologists Press, Inc.
577 College Avenue
Palo Alto, California 94306

Council of Higher Educational Institutions
888 Seventh Avenue
New York, New York 10019

Council on International Educational Exchange
777 United Nations Plaza
New York, New York 10017

Croner Publications, Inc.
211-05 Jamaica Avenue
Queens Village, New York 11428

CTB/McGraw Hill
Del Monte Research Park
Monterey, California 93940

Dillon Press, Inc.
500 S. Third Street
Minneapolis, Minnesota 55415

Dutton, E. P. & Company
201 Park Avenue, S.
New York, New York 10003

Educational Development Corporation
Learning Resource Division
202 Lake Miriam Drive
Lakeland, Florida 33803

Educational and Industrial Testing Service
Box 7234
San Diego, California 92107

Educator's Progress Service, Inc.
Randolph, Wisconsin 53956

E. P. Dutton & Company
201 Park Avenue, S.
New York, New York 10003

ERIC Counseling and Personnel Services Information Center
2108 School of Education
University of Michigan
Ann Arbor, Michigan 48104

Ferguson, J. G. Publishing Company
6 N. Michigan Avenue
Chicago, Illinois 60602

Finney Company
3350 Gorham Avenue
Minneapolis, Minnesota 55426

Garrett Park Press
Garrett Park, Maryland 20766

G. P. Putnam and Sons
200 Madison Avenue
New York, New York 10016

Guidance Associates
Subsidiary of Harcourt Brace Jovanovich, Inc.
757 Third Avenue
New York, New York 10017

Harcourt Brace Jovanovich, Inc.
Test Department
757 Third Avenue
New York, New York 10017

Harper and Row Publishers, Inc.
10 E. 53rd Street
New York, New York 10022

Harvard University Center for Law and Education
38 Kirkland Street
Cambridge, Massachusetts 02138

Houghton Mifflin Company
1900 S. Batavia Street
Geneva, Illinois 60134

Human Resource Development Press
Box 222
Amherst, Maryland 01002

Information Systems and Services, Inc.
Box 1231
Milwaukee, Wisconsin 53201

J. C. Penney Educational and Consumer Relations
1301 Avenue of the Americas
New York, New York 10019

J. G. Ferguson Publishing Company
6 N. Michigan Avenue
Chicago, Illinois 60602

Jones, Charles A. Publishing Company
4 Village Greene, S.E.
Department M400A
Worthington, Ohio 43805

Julian Messner Company
Division of Simon & Schuster, Inc.
One W. 39th Street
New York, New York 10018

Lothrop, Lee and Shepard Company
105 Madison Avenue
New York, New York 10006

Macmillan Information
Division of Macmillan Publishing, Inc.
211R Brown Street
Riverside, New Jersey 08075

McKnight Publishing Company
Box 854
Bloomington, Illinois 61701

Merrill, Charles E. Publishing Company
1300 Alum Creek Drive
Columbus, Ohio 43216

Messner, Julian Company
Division of Simon & Schuster, Inc.
One W. 39th Street
New York, New York 10018

Michigan Child Accounting and Attendance Association
c/o Mrs. Martha Pfund
Jackson School District
290 W. Michigan Avenue
Jackson, Michigan 49201

Michigan Department of Education
Box 928
Lansing, Michigan 48902

Michigan Department of Management and Budget
State Record and Publication Center
3405 N. Logan Street
Lansing, Michigan 48913

Michigan Employment Security Commission
242 Oakland Avenue
Pontiac, Michigan 48058

Michigan Personnel and Guidance Association
4211 Okemos Road - RR#1
Okemos, Michigan 48864

Michigan Psychological Association
c/o Dr. Edward Wallon
Executive Director MPA
Division of Clinical Psychology
Henry Ford Hospital - Troy
2349 Cattemole Road
Troy, Michigan 48084

Michigan Society of Consulting Psychologists
690 E. Maple Road
Birmingham, Michigan 48011

Michigan VIEW Lab
Michigan State Department of Education
Box 928
Lansing, Michigan 48902

Minnesota State Department of Education
Pupil Personnel Services Section
Department of Administration
Division of Central Services
Room 140 Centennial Building
St. Paul, Minnesota 55101

Moton Consortium on Admissions and Financial Aid
20001 S Street, N.W.
Washington, D. C.

National Association of Elementary School Principals
1801 N. Moore Street
Arlington, Virginia 22209

National Association of Social Workers
Metropolitan Detroit Chapter
163 E. Madison Avenue
Detroit, Michigan 48226

National Association of Trade and Technical Schools
2021 L Street, N.W.
Washington, D. C. 20036

National Center for Audio Tapes
University of Colorado
Boulder, Colorado 80302

National Home Study Council
1601 - 18th Street, N.W.
Washington, D. C. 20009

National Merit Scholarship Corporation
990 Grove Street
Evanston, Illinois 60201

National Microfilm Library
9402 LaJolla Farms Road
LaJolla, California 92037

National Organization on Legal Problems of Education
825 Western Avenue
Topeka, Kansas 66606

National Scholarship Service and Fund for Negro Students
1776 Broadway
New York, New York 10019

National School Boards Association
State National Bank Plaza
Evanston, Illinois 60201

National School Public Relations Association
1801 N. Moore Street
Arlington, Virginia 22209

National University Extension Association
One Dupont Circle, Suite 360
Washington, D. C. 20036

National Vocational Guidance Association
c/o APGA Publication Sales Department
1607 New Hampshire Avenue, N.W.
Washington, D. C. 20009

Oakland County
Prosecutor's Office
1200 N. Telegraph Road
Pontiac, Michigan 48053

Oakland County Youth Assistance Program
1200 N. Telegraph Road
Pontiac, Michigan 48053

Oakland Schools
2100 Pontiac Lake Road
Pontiac, Michigan 48054

Penney, J. C. Educational and Consumer Relations
1301 Avenue of the Americas
New York, New York 10019

Pflaum-Standard
8121 Hamilton Road
Cincinnati, Ohio 45231

Porter Sargent Publisher
11 Beacon Street
Boston, Massachusetts 02108

Prentice-Hall, Inc.
Englewood Cliffs, New Jersey 07632

Psychological Corporation, The
304 East 45th Street
New York, New York 10017

Putnam, G. P. and Sons
200 Madison Avenue
New York, New York 10016

Quadrangle Books
330 Madison Avenue
New York, New York 10017

Richards Rosen Press
29 E. 21st Street
New York, New York 10010

Scholastic Testing Services, Inc.
480 Meyer Road
Bensenville, Illinois 60106

Science Research Associates
259 E. Erie Street
Chicago, Illinois 60611

Simon and Schuster, Inc.
Reference, Technical, and Review
Book Division
One W. 39th Street
New York, New York 10018

Ten Speed Press
Box 4310
Berkley, California 94704

The Psychological Corporation
304 E. 45th Street
New York, New York 10017

United Community Services of
Metropolitan Detroit
51 W. Warren Avenue
Detroit, Michigan 48201

United States Department of Labor
Bureau of Labor Statistics
911 Walnut Street
Kansas City, Missouri 64106

United States Government Printing
Office
Superintendent of Documents
Washington, D. C. 20402

Vocational Biographies, Inc.
Sauk Centre, Minnesota 56378

Vocational Guidance Manuals
620 S. Fifth Street
Louisville, Kentucky 40202

Western Psychological Services
12031 Wilshire Boulevard
Los Angeles, California 90025

William C. Brown Company
135 S. Locust Street
Dubuque, Iowa 50001